



# Student Handbook

## 2021-2022

Treat others the way you wish to be treated!

# Student Handbook

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## Gamble Montessori Elementary

Gamble Montessori Elementary is dedicated to working hard every day to nurture young children. We facilitate and guide our children to respect oneself, others and the environment so as to promote a peaceful world. We work to provide beautiful environments rich in opportunity for growth. We promote independence, confidence, and enthusiasm for learning. We lay the foundation for life-long learning and help to develop children who are full of integrity as they embark upon our society.

## Description of Classes

Montessori Education is an effective model which focuses on the whole child. It includes the intellectual, physical and emotional development of the child. Montessori Education is not limited to strengthening only mental capabilities but helping the child unfold their potential talents and skills as a person. Children are grouped in multi-age classrooms according to their stage of development, not grade levels (3-6 year olds, 6-9 year olds, 9-12 year olds). The multi-age environment provides rich teaching and learning interactions between various age groups. Learning happens in a variety of settings including individually, partnerships and small groups arranged according to skill and age level as well as the subject area. Each classroom is equipped with Montessori materials which provide hands-on experiences to explore learning. As the child progresses through developmental stages of growth, learning is transformed into more complex explorations that demand research and problem-solving. The work of the child moves from the concrete to the abstract - both in the work itself and in the way the brain processes the information.

## Office

The school office will be open from 7:45 AM – 3:30 PM Monday through Friday. Our office staff is available to help answer any questions that you may have regarding Gamble Montessori Elementary School. Our office is a very busy working environment. We ask that you please remind small children who accompany you to the office that they are to use quiet voices inside of the office and are to stay with their parents at all times. We thank you for being courteous to our staff who are answering the telephones and assisting people in the school office.

## School Hours

8:15 AM – 2:45 PM Monday-Friday

## Breakfast

Montessori Classes – Cafeteria - 7:35-8:05 AM ONLY

Special Education Classes – Classrooms - 7:45-8:15 AM ONLY

Rising Stars Preschool – Classrooms - 8:30-9:00 AM ONLY

# Montessori Classes

## Montessori Teachers

3-6 Ms. Beth Schlick, Ms. Erica Mulvey, Ms. Maddie Scally, Ms. Ashley Green

6-9 Ms. Kenya Sanders, Ms. Julie McAnary, Ms. Nancy Monak

6-9 Ms. Nadia DiMarco, Ms. Jessica Ross, Ms. Natasa Ivnik

9-12 Ms. Christina McDonough & Ms. Liz St.Onge

## Montessori Arrival and Dismissal Procedures

The safety of our children is our number one priority! The following procedures are to ensure the safety of all children. Please adhere to all procedures at all times! Thank you!

### Montessori Bus Arrival

Children should remain seated on the bus until an adult greets them. Once dismissed from the bus, children are expected to unload the bus in an orderly fashion and proceed to the cafeteria for breakfast. Once the bell has rung, they will walk directly to their classroom traveling on the right side of the hallway. All children will wait in the cafeteria until it is time to go to class at 8:05 AM.

### Montessori Car Line Arrival 7:35-8:05 AM – Cafeteria Entrance – Breakfast available

We ask that all parents use the car drop off service at the cafeteria entrance between 7:35-8:05 AM for children who need to eat breakfast at school. Our driveway and parking lot are very busy in the morning and this service is provided for the safety of your child.

### Montessori Car Line Arrival 8:05-8:15 AM - Flag Pole - Children NOT eating breakfast

Children who arrive between 8:05-8:15 AM must enter through the flag pole car line entrance.

Children arriving after 8:15 AM must be accompanied to the office by an adult and receive a tardy slip. Parents of children who are consistently late to school will be held accountable for their child's attendance. Our school social worker will investigate excessive tardiness or absenteeism as defined by state and local laws as well as school district policies for attendance.

### Montessori Preschool Arrival

All Montessori preschoolers should use the car drop-off service as well. They must be signed-in by the adult in the car, health-checked by a Montessori staff member and then walk into the cafeteria for breakfast. There will be staff members supervising the children as they walk along the path from the car to the cafeteria doors. If you are a walking family, please sign-in with the car drop-off staff prior to entering the cafeteria and then walk your child to the cafeteria doors.

### Montessori Half-Day Preschool Dismissal

Please park and walk into the cafeteria doors where you can pick up your child from a staff member. Please be sure to sign-out your child at this time. Pick up for half-day is by 11:15 AM. Please be considerate in being on-time daily as this is the teachers' lunch time. All late half-day preschoolers will be escorted to the office where you will need to sign them out for the day. If a pattern of late pickup develops, you will be charged a monitoring fee and referred to the school social worker.

## Montessori Bus Dismissal

An adult will walk children to the buses beginning at 2:35 PM. Children are to walk quietly with their class and stay in line until they reach their bus. Once on the bus, children are to sit down and remain seated for the bus ride home. Deviated bus requests will only be considered for long-term childcare purposes. Daily bus requests cannot be honored.

## Montessori – Car Line Dismissal – Cafeteria Entrance

### Car Line 2:35-2:50 PM

MONTESSORI all day preschoolers and K-6<sup>th</sup> graders will be dismissing from the cafeteria entrance. Dismissal will begin at 2:35 PM and end promptly 2:50 PM. It is imperative that you drive slowly and remain in your car. Your child will be escorted to your car. Once your child is in the car, please move forward and proceed out of the lot in order to keep the carline moving. School ends at 2:45 PM and it is extremely important that children are picked up in the car line no later than 2:50 PM. Supervision ends at 2:50 PM. If you arrive after 2:50 PM, you will have to park and walk into the office to sign-out your child. Children who have not been picked up by 2:50 PM will be brought to the office by the staff member on duty, to wait for their parent/guardians. If a child is waiting and we are unable to locate a parent/guardian or emergency contact by the time the office closes at 3:30 PM, 241-KIDS will be called and a social worker will see that the child's parent/guardian is located. Please be sure that your child is informed about these dismissal procedures and that all emergency contacts and phone numbers are always current to prevent this from occurring. Those families who develop a pattern of late pick-up will be referred to the social worker.

Parents are responsible for supervising their children as soon as the adult has dismissed them.

Children must have a note from their parent or guardian if their transportation changes. This note must be presented to the teacher the morning of the intended change. In the event of an emergency, please contact the main office and we will assist you.

Children who walk home unaccompanied by an adult must leave the school grounds immediately upon dismissal. They may not stay to play on the playground after school.

Bikes, skateboards, roller blades, or animals are not allowed at dismissal time.

## Special Education Classes

### Special Education Teachers

Preschool Disability: Ms. Isabella Sheanshang

MD Primary: Ms. Claire Leichty

MD Intermediate: Ms. Madison Espelage

Intervention Specialists: Ms. Lexie Dorsey & Ms. Sarah Theiler

### Special Education Arrival and Dismissal Procedures

The safety of our children is our number one priority! The following procedures are to ensure the safety of all children. Please adhere to all procedures at all times! Thank you!

#### Special Education Bus Arrival

Children should remain seated on the bus until an adult greets them. Once dismissed from the bus, children are expected to unload the bus in an orderly fashion and proceed to their respective classrooms accompanied by a staff member.

## Special Education Car Line Arrival 7:45-8:15 AM – Flag Pole Entrance

We ask that all parents of children in special education use the car drop off service at the flagpole between 7:45-8:15 AM. The children will be greeted by a GME staff member and walked to their respective classrooms. Our driveway and parking lot are very busy in the morning and this service is provided for the safety of your child.

## Special Education Bus Dismissal

An adult will walk children to the buses beginning at 2:35 PM. Children are to walk quietly with their class and stay in line until they reach their bus. Once on the bus, children are to sit down and remain seated for the bus ride home. Deviated bus requests will only be considered for long-term childcare purposes. Daily bus requests cannot be honored.

## Special Education–Car Line Dismissal – Cafeteria Entrance

### Car Line 2:35-2:50 PM

ALL children in Special Education classrooms will be dismissing from the cafeteria entrance. Dismissal will begin at 2:35 PM and end promptly 2:50 PM. It is imperative that you drive slowly and remain in your car. Your child will be escorted to your car. Once your child is in the car, please move forward and proceed out of the lot in order to keep the carline moving. School ends at 2:45 PM and it is extremely important that children are picked up in the car line no later than 2:50 PM. Supervision ends at 2:50 PM. If you arrive after 2:50 PM, you will have to park and walk into the office to sign-out your child. Children who have not been picked up by 2:50 PM will be brought to the office by the staff member on duty, to wait for their parent/guardians. If a child is waiting and we are unable to locate a parent/guardian or emergency contact by the time the office closes at 3:30 PM, 241-KIDS will be called and a social worker will see that the child's parent/guardian is located. Please be sure that your child is informed about these dismissal procedures and that all emergency contacts and phone numbers are always current to prevent this from occurring. Those families who develop a pattern of late pick-up will be referred to the social worker.

Parents are responsible for supervising their children as soon as the adult has dismissed them.

Children must have a note from their parent or guardian if their transportation changes. This note must be presented to the teacher the morning of the intended change. In the event of an emergency, please contact the main office and we will assist you.

## Rising Stars at Gamble Preschool Classes

### RSG Teachers

Ms. Katy Hunsberger, Ms. Shannon Sanger, Ms. Gayle Wynn, Ms. Maria Schanie, Ms. Alison Heyob & Mr. James Burroughs

### RSG Arrival and Dismissal Procedures – Cafeteria Entrance

#### Arrival Schedule 8:15-8:30 AM

All RSG preschoolers must use the carline drop off service at the cafeteria doors from 8:15-8:30 AM. Please be prepared to wait in the line for drop-off. **Please stay in your car and wait for an adult to come to your car. Please drive slowly and watch for children!** Each child will be signed-in by the adult in the car and health-checked by a staff member upon arrival in the carline for the preschool day. The children will have breakfast upon arrival.

#### Dismissal Schedule 2:35-2:50 PM

All RSG preschool children must be signed-out by an adult at carline at the end of the preschool day. All RSG preschool children will dismiss from the cafeteria door carline service. Please stay in your car and wait for an adult to walk your child to your car. Please drive slowly and watch for children!

## Late Dismissal

School ends at 2:45 PM and it is extremely important that children are picked up in the car line no later than 2:50 PM. Supervision ends at 2:50 PM. If you arrive after 2:50 PM, you will have to park and walk into the office to sign-out your child. Children who have not been picked up by 2:50 PM will be brought to the office by the staff member on duty, to wait for their parent/guardians. If a child is waiting and we are unable to locate a parent/guardian or emergency contact by the time the office closes at 3:30 PM, 241-KIDS will be called and a social worker will see that the child's parent/guardian is located. Please be sure that all emergency contacts and phone numbers are always current to prevent this from occurring. Those families who develop a pattern of late pick-up will be referred to the social worker. Parents are responsible for supervising their children as soon as the adult has dismissed them.

## Building Security

It is our job to keep your children safe while in school. In order to do this, we need all parents, volunteers, visitors, and guests to obtain a badge through Cincinnati Public Schools Security Office. This will require a background check through the Justice Center. Anyone that would like to be in the building or attend field trips is required to have a badge. Once you have received your badge you are asked to sign in and out of the office before and after going to the classroom. This badge lets staff members know that you have signed in at the office and are permitted to visit a classroom. Please do not be insulted if a teacher or other staff member asks you to return to the office if you are not wearing your badge. They are required to do this as part of our safety plan. \*All visitors will be asked to provide a driver's license for the Lobby Guard machine if they do not have their badge.

The Board of Education is committed to providing a quality education to children in an environment that is conducive to learning and protects the health and safety of the school community. Random searches will be conducted quarterly for 9-12 level children. This is following Board Policy 5771.

## Observing Classrooms or Volunteering

Visitors are always welcome at Gamble Montessori Elementary. We are proud to share our program. In order for the educational process to proceed smoothly, please follow these guidelines:

- Please make an appointment to observe or volunteer at least one day in advance. Too many observers can be disturbing to the children. Also, if you are volunteering, the teacher will need time to prepare work for you that will be beneficial to the children and enjoyable for you.
- Stop at the office first and sign in at the front desk and please have your badge or present your driver's license and use the Lobby Guard machine. The office staff will announce your arrival.
- In the classroom, enter quietly and sit in the space designated for you by the teacher.
- Do not interrupt the children and staff while they are working. Wait until an appropriate break to ask the teacher any question you might have.
- Remember that as an observer or volunteer, you are bound by the same code of ethics as any other adult at GME. You are not free to discuss any child's behavior or personal information with anyone else. Please do not ask staff member's questions about children other than your own.
- If you would like to discuss your observation or a classroom issue with the teacher, please request a conference time or a phone call. The teacher will not be able to engage in a lengthy discussion during the school day.

Smoking and use of alcohol are not allowed around children, either at school functions or on field trips. Adults must use appropriate language around children at all times.



## Emergency Procedures

Safety drills are conducted monthly. Families are encouraged to discuss safety procedures with their children at home as well.

In the event of a lock-down situation within the building, the entire building will be secured and no one will be permitted to enter under any circumstance.

In the event of a crisis in which staff and children must be evacuated from the building, children and staff will walk to the closest Cincinnati Public School facility (Westwood Elementary School) which is considered to be safe.

Our trained School Incident Response Team (SIRT) will ensure all safety procedures are followed.

## Parking

Parents and visitors are asked to park in any designated parking spot. Do not park in either of the circles. Please be aware of children at all times.

## Inclement Weather

The announcement of Cincinnati Public School closing or delay of yellow bus service on days of inclement weather conditions is made over most radio and television stations.

On clear days when the temperature is reasonable, students will go outside for recess. This is at the discretion of the teaching staff. Please make sure your child has dressed appropriately. Gloves, hats, and appropriate footwear are required.

## Breakfast and Lunch Procedures

Gamble Montessori Elementary offers breakfast and lunch to students on a daily basis. The breakfast program begins at 7:40 AM and ends at 8:05 AM. Rising Stars at Gamble Preschool breakfast is from 8:30-9:00 AM.

At lunchtime, Montessori children will come to the cafeteria with their class. Children in special education classes and Rising Stars preschoolers will eat in their classrooms. Menus are distributed monthly and are also printed in the local newspaper and on the CPS website. Breakfast and lunch are free for all children at Gamble Montessori Elementary.

Children will sit at the tables designated for their class. All children are responsible for taking up their trays, removing all trash and wiping off their table. Paraprofessionals will monitor the children at lunch and on the playground. Children are asked to use a friendly indoor voice while in the cafeteria. When the lights are turned off, all children and adults must be silent.

## Health Rules and Procedures

If for any reason your child cannot take part in any regular play or physical activities, a note of explanation from the parents is necessary. Please do not send a child who has a fever, severe cold, sore throat, inflamed eyes, nausea, vomiting, or diarrhea to school. It is unfair to other children to expose them to illness. It is school policy that a child sent home with a fever must be fever free for 24 hours before returning to school.

There will be times that we may have to exclude a child from school until medical attention is received. The law is very specific regarding these exclusions. You will be required to send a note from your physician or clinic stating that your child is permitted to return to school.

## Head Lice

It is very common for a few cases of head lice to surface during the school year. Our school health assistant, teachers, and assistants do their best to check all students in classrooms where reports of head lice occur. Children who are sent home with lice are to remain home to be treated for the condition before returning to school. All live bugs must be removed in order for the child to be allowed to return to class.

Chronic cases of head lice will be evaluated on individual bases with parent, nurse and school administration.

## Medicines at School

Cincinnati Board of Education Policy (5141.3) requires signatures of the parent or guardian and physician before medication can be given to a child by school personnel. A special form for this purpose is available in the school office. No medication will be given unless we receive complete instructions from the parent and physician in writing. This policy includes all over-the-counter medicines. Please refrain from sending medication in your child's backpack. All medication must be hand-delivered by an adult.

## Hats in the Building

All adults and children should remove their hat when entering the building. This is a school rule for students. Adults can help set a good example by serving as positive role models and removing their hats when entering the building as well.

## Emergency Cards

Every child must have an updated emergency card on file in the school office. These cards are by far the most important information regarding your child's safe care. In the event that you or a designated emergency contact person cannot be reached during an emergency, these cards give us the consent to seek medical attention for your child. Parents must provide at least three working telephone numbers on the emergency card. These cards will be sent home at the beginning of the school year. Please fill out the forms and return it to your child's teacher. Also, it is important for you to update the cards if any information changes.

## GME Dress Code

Students at Gamble Montessori Elementary are expected to dress in a manner that is not distracting to the learning process. We ask that all parents review the following guidelines with their children and ensure that they come to school properly dressed.

- Hats, bandannas, kerchiefs or other headgear is not to be worn in the building.
- Spaghetti straps, tube top or any shirts that expose the midriff area are not allowed.
- Shorts that are an appropriate length (not to be shorter than half of the distance from upper leg and knees) can be worn throughout the school year.
- Pants must be held up with a belt. Undergarments should not be showing.
- Items that are distracting to learning are prohibited.
- Clothing with profanity or violent messages is prohibited.
- Shoes should be comfortable and enable the student to walk safely about the school grounds.
- Flip flops are a safety issue. Flip flops are prohibited.

## Attendance

If your child is going to be absent from school for any reason, parents must call the attendance line 363-9600 and report the absence by 9:15 AM. If we do not receive a call the day of the absence by 9:15 AM, per Aliana's Law, a call will be made to the home to verify the absence. This policy is for your child's safety. Please help us minimize



unnecessary phone calls by letting us know of absences. Chronic absenteeism will be investigated by the school social worker at the discretion of the principal. Parents who fail to improve a child's poor attendance may be cited in court and a judge will assign corrective measures. Any child who is absent from school is not permitted to attend any afterschool event such as a dance, try-out, or enrichment class.

Montessori students may arrive at school as early as 7:35 AM for breakfast. Our teachers try to make the most of every minute children are in school. Please be sure that your child is in the class by the 8:15 AM start time. Chronic tardiness will also be investigated by the school social worker.

## Homework

Homework is a responsibility that Gamble Montessori Elementary students must take seriously in order to be successful in their studies. The quantity of homework varies from level to level and from classroom to classroom; it is at the teacher's discretion. Generally speaking, you can expect about five minutes of homework per year of life. A first-year 6-9 student may have about 30 minutes of homework each night. A third-year 9-12 student may have up to 60 minutes of homework each night including long-term projects. If the homework demands seem inappropriate for your child, please contact the teacher so that modifications can be made. Students are responsible for completing and turning in the assigned task on time. Not all homework is in written form. Often students are asked to do research, read, or study without doing a written assignment. Parents can help children learn that this type of work is just as important as written assignments by monitoring the number of time children spend on these types of tasks.

## Progress Reports

Progress reports are made available via Powerschool four times during the school year. These progress reports give important information regarding how well your child is progressing. Any questions or concerns about the child's progress should be directed to the teacher.

## Placement, Promotion, and Retention

Gamble Montessori Elementary classrooms are multi-age environments. Children usually remain with their teacher for a period of three years. During these three years, students can be retained, placed, or promoted. At the end of an academic year, teachers make decisions based on how well students are mastering the Core Standards of the State of Ohio. A student will be promoted to the succeeding grade level when she/he has: A. Completed the course and Ohio State mandated requirements at the presently assigned grade; B. In the opinion of the professional staff, achieved the instructional objectives set for the present grade; C. Demonstrated the degree of social, emotional, and physical maturity necessary for a successful learning experience in the next grade. Interventions are put in place when a child begins to fall behind her/his peers. The parent is a member of the team who determines the interventions used to help the child make adequate progress. A student may be retained when she/he has, in the opinion of the professional staff, failed to achieve the instructed objectives set forth at the current grade level. (See Board Policy 5410).

## Classroom Placement

Children are placed in a classroom on the basis of gender, race, ability, space, and grade. The teachers, as well as administration, determine the placement of students. Once placement assignments are complete students will be invited to participate in a school-wide transition day to meet their new teacher(s) and classmates. Changes to classroom assignments will not be granted once the placement process is complete. We kindly ask parents to "trust the process!"

## Fees and Fines

Each family with children in the Cincinnati Public Schools is asked to pay an instructional fee to help cover consumable classroom materials. The fee varies based on income, the number of children in school, and grade levels. Parents will receive a letter explaining this policy during the first week of school.

All fees must be paid in cash or with a money order. Per Board Policy, we cannot accept personal checks. Please send any money in an envelope marked with your child's name, room number and the purpose of the payment. Children will be given a receipt.

Fines are charged when children lose or damage any library or textbook that is assigned to them. The amount varies according to the original cost of the book, the condition, age and the extent of the damage. Progress reports will be withheld for the nonpayment of instructional fees and book fines at the end of the fourth quarter. Fees that accumulate over years will continue to be charged to students. Records will not be released until fees are paid in full.

## Parent Communication

Communication with parents is extremely important to the staff at Gamble Montessori Elementary. We ensure clear and consistent communication with families by utilizing the Wednesday Folder. Every Wednesday, parents should expect a blue folder to be sent home with your child. The packet inside will notify parents of upcoming school activities, fundraisers, and other pertinent information.

We also communicate with parents through parent conferences, email, telephone calls, newsletters, planners and weekly student work contracts. Conferences are offered 3 times a year (or more frequently if the parent or teacher feels it is warranted.) The school district has designated schools to have evening conferences. Our evening conference dates will be placed on the master calendar.

Information about our school events will be communicated on the school website, emails from the principal, weekly GME events flier in Wednesday folders, phone blasts, fliers and classroom newsletters. Individual teachers will also share with parents their best means of daily communication utilized in their classrooms.

Please join us on the Gamble Montessori Elementary Families Facebook page and/or at on the school's Facebook page @GambleMontessoriElementary. Our website is located at <https://gmes.cps-k12.org/>

## Parent Responsibilities

Gamble Montessori Elementary School is a magnet program within the Cincinnati Public Schools. Parents who select GME for their children have, by that choice, become members of the GME community. All parents are expected to show support for the program through volunteering, fund-raising, participating in GME community events, or supporting the educational process by working at home with your child. By selecting GME as YOUR school of choice, you have made a commitment. You will be asked to sign a contract that will outline your parental responsibilities while your child attends Gamble Montessori Elementary.

There are many ways in which parents can support the program. Volunteering in the classroom, coaching, shopping for classroom supplies, attending meetings, participating in fund-raisers, paying student fees immediately, helping your child with homework and projects and participating in one of the parent-teacher organizations described in this handbook are just a few ways of becoming involved. The presence of active, caring parents in the building shows our students how much our program is valued and supported. We hope and believe that your participation will prove to be an as pleasant experience for you as it is for the children whose lives you touch.

# Gamble Montessori Elementary Organizations

## GME PTO

The Gamble Montessori Elementary PTO is an organization made up of parents and teachers who work together for the benefit of Gamble Montessori Elementary School. One of the major goals of this group is to provide activities and events that enrich the lives of the GME student body. The GME PTO sponsors student assemblies (cultural speakers, COSI, musical performers, etc.) arrange teacher appreciation, arrange parent education nights, as well as providing many other enriching activities. GME PTO also supports all the fundraising efforts at GME by actively encouraging parents to participate. If you have any questions or would like to join us, please contact us at [gamblemontessorielementaryfoundation@gmail.com](mailto:gamblemontessorielementaryfoundation@gmail.com).

## Gamble Montessori Elementary Foundation

The GME Foundation was established in the Fall, 2019. The GME Foundation accounts for all money collected via fundraiser and donation. The Foundation consists of parents, teachers and administration. If you have any questions or would like to join us, please contact us at [gamblemontessorielementaryfoundation@gmail.com](mailto:gamblemontessorielementaryfoundation@gmail.com).

## Local School Decision Making Committee (LSDMC)

The Local School Decision Making Committee of GME consists of parents, teachers, administrators, paraprofessionals, and community representatives. The LSDMC meets monthly. There are four Districtwide LSDMC meetings throughout the year as well. Minutes from all meetings are available for review in the main office. The goal of GME's LSDMC is to support the mission and vision of the school. This involves gathering and evaluating information, supporting the Montessori philosophy at the school and district level, and making important decisions for the benefit of the students of Gamble Montessori Elementary. The LSDMC is also responsible for approval of the school budget and for hiring the principal.

## Athletic Association

The purpose of an Athletic Association is to sponsor, promote, support and encourage athletic programs and activities at the school. In addition, it seeks to teach the student-athlete the fundamental skills of the respective sports to instill the athletic values of teamwork, excellence, effort, leadership, and integrity. If you are interested in helping us start an Athletic Association, please contact our main office.

## Addressing Concerns

If your child comes to you with a complaint or concern with how an incident (involving him/her directly) has been handled, please follow these guidelines:

- Discuss the incident thoroughly and objectively with your child.
- If you have questions about the incident or are dissatisfied with how the situation was handled, make an appointment to discuss the incident with your child's teacher.

## Telephone Messages and Usages by Students

All classrooms at Gamble Montessori Elementary are equipped with a telephone that has voicemail as well as a mailbox in which the teacher can leave an outgoing message about class assignments, events, and field trips. The teachers will not be able to receive incoming calls during the school day. Calls made to the teacher during the school day will be sent to the teacher's voicemail. The teacher will return the telephone call as soon as it is convenient. Parents can reach their child's teacher's extension by calling the main telephone number and dialing the teacher's extension. Messages for a child may be given to our senior support specialists in the main office. The message will be placed in the teacher's mailbox. Please remember that no classroom will be interrupted to deliver a message to a

child, except in an emergency situation. A student must have the teacher's permission before using the telephone or his/her cell phone.

## Cincinnati Public Schools - Code of Conduct

A District-wide Code of Conduct booklet is sent home to parents. It states the District's rules and the consequences that will result from breaking those rules. Teachers discuss and teach lessons from the District-wide Code of Conduct with their students during the month of September and revisit these lessons throughout the year as necessary. Parents are asked to discuss the information contained in the booklet with their children as well.

## Cell Phones and Electronics

Cell phones and electronic devices are not necessary for school. Children bring devices at their own risk. All devices must be turned off and put in their book bag at the first bell. All devices that are seen after 8:15 AM will be taken from the student. Parents or guardians will be asked to retrieve electronic devices at their earliest convenience.

## Gamble Montessori Elementary Rules and Expectations

GME Staff works hard to monitor children and maintain a respectful, safe and healthy learning environment. We live the golden rule - to treat others the way you wish to be treated. Our expectations are to Respect Self, Respect Others and Respect the Environment. These expectations are in line with the CPS expectations of Be Responsible, Be Respectful and Be Safe as stated in the Code of Conduct.

WE EXPECT:

- Children to arrive at school on time
- Children to walk on the right side of the hallway and use quiet indoor voices
- Children to have permission and a hall pass to be in the hallways
- Children to show respect to all people and materials
- Children to interact positively with each other
- Children to follow the directions of all school personnel
- Children to control themselves at all times, keeping hands and feet to themselves
- Children to allow others to learn by being quiet and orderly in our school
- Children to leave all toys, gum, candy, makeup, electronic devices and other non-learning materials at home
- Children to be prepared for class and to complete all class work and homework on time
- Children to follow the GME Dress Code
- Children to leave jackets and purses in lockers at all times

## Consequences of Misbehavior

Consequences of a child's failure to meet the above expectations vary according to the nature, severity and frequency of the misbehavior.

Consequences may include:

- A reminder or a warning
- Denial of privileges
- Community service
- Writing assignment
- Work in another classroom
- Conference between student and teacher
- Referral to administrator for support
- Team conference (administrator, teacher, parent, and student)

- Suspension (under circumstances described in the CPS Code of Conduct)
- Expulsion (under circumstances described in the CPS Code of Conduct)

## Playground Rules

- Always walk and wait your turn around the equipment
- One person at a time on slides, going feet first and sitting on bottoms
- Always use bars for balancing, not standing
- Running games need to be played on the blacktop, not around the equipment
- Jump ropes, balls, etc. need to be used on the blacktop, not around the equipment
- Refrain from tumbling, tackle football, punching and shoving type games
- Line up in your designated area quietly when the whistle is blown. Take equipment immediately to its designated container. Do not throw or bounce a ball after the whistle is blown. Lines will be straight and quiet
- Children will be in control of their bodies (i.e. hands and feet to self)

## Consequences of Misbehavior on the Playground

- Children will be given a reminder or warning
- Children will be denied the privilege of certain playground activities
- Children will take "time out" on the benches. The timeout may range from 3 to 10 minutes, depending on the age of the child and the nature of the misbehavior
- Children will remain next to an adult for "time in"
- Parent will be notified
- Children will be referred to the administrator for intervention

## Lunchroom Rules

- Stand and talk quietly in line
- Walk at all times
- Talk quietly while eating
- Stay seated while eating
- Use good table manners
- Clean up your area
- Raise your hand to be dismissed by an adult
- Keep all food and drink inside the cafeteria
- Stay in alphabetical order in the lunch line
- Follow the direction of the supervising adult
- When lights are turned off, children must be silent
- Maximum of two snacks may be purchased

## Bus Rules

- Remain seated at all times
- Always obey the bus driver
- No fighting/pushing/tripping/hitting
- All body parts must remain inside of the bus
- Do not throw objects in or out of the bus
- Objectionable language is prohibited
- No littering
- No eating or drinking on the bus
- Follow the directions of the bus driver

## Consequences for Bus Misconduct

Misconduct on the bus will be addressed by the driver and school administration.

- 1st referral — Warning letter sent home with the student to be signed by parent/guardian and returned to school.
- 2nd referral — Warning letter sent home with the student to be signed by parent/guardian and returned to school.
- 3rd referral - bus riding privileges suspended for three (3) days. Suspension letter is sent home by the principal.
- 4<sup>th</sup> referral - warning, mailed to the parent by bus company. Warning letter is sent home by the principal.
- 5th referral — Bus privileges suspended for five (5) days. Letter sent home with the student from the school administration. Office staff will attempt to notify parent/guardian by phone 24 hours prior to suspension.
- 6th referral — Warning letter sent home with the student to be signed by parent/guardian and returned to school. Meeting with parents, Bus Company and administration
- 7th referral — Bus privileges suspended for five (5) days. Letter sent home with the student from the school administration. Office staff will attempt to notify parent/guardian by phone 24 hours prior to suspension.
- 8th referral — Bus privileges suspended for ten (10) days. Letter sent home with the student from the school administration. Office staff will attempt to notify parent/guardian by phone 24 hours prior to suspension.
- 9th referral — Meeting with parents, Bus Company and administration for possible permanent removal from bus transportation.

Chronic misconduct on the bus may result in the student losing bus privileges for the remainder of the school year.

## Classroom Management Plans

Teachers have a working discipline plan in place in their classrooms to support children in meeting school expectations. The classroom management plan is developed with the children. Teachers will review the plan as necessary. While teachers may find it necessary to review rules with their entire class, consequences for misbehavior will be applied individually to children. Group consequences will not be used to correct one or two misbehaving children. In addition, teachers use Positive Discipline in the classrooms to proactively handle potential discipline concerns.

Specialist teachers also have a classroom discipline plan in place. They are responsible for behavior incidents that occur in their classes and will follow up with appropriate consequences when necessary.

## GME Intervention Assistance Team

The Intervention Assistance Team is available for the staff and parents to consult. It consists of the administration, school psychologist, social worker and other specialists, such as the occupational therapist, speech therapist, special education teachers, and counselors, as needed. The team designs alternative strategies for students who may be having academic or behavioral difficulty meeting school expectations.

## Discipline and the Child with Special Needs

Our goal at Gamble Montessori Elementary is to provide fair, consistent discipline for all children. For most children with special education needs, this simply means that the regular classroom management plan will be used with them as with typical children. However, some children with special needs do have a behavior plan included in their Individual Education Plan. The teaching team, intervention specialists, and parents develop the plan and carry out the plan for that child as it is written. Should a child develop a need for a behavior plan, the teacher will document the evidence of that need and contact the Intervention Assistant Team.



# Student Recognition

We encourage all students to:

- Consistently follow classroom, building, playground and special subject classroom expectations and rules
- Complete classroom and homework assignments to the best of his/her ability
- Be a positive role model for others as a good citizen and responsible student
- Be respectful of self, others and the environment
- Be safe, obey laws of the community

Children who exhibit positive academic efforts and positive school behaviors are recognized regularly by school staff with the goal of helping each child move from external rewards to an internal peace, happiness, and self-confidence. The Gamble Montessori Elementary Positive Behavior & Intervention Support Plan (PBIS) is available for review in the main office.