



**Highland Community School**  
**Parent Handbook**  
**2019 - 2020**

# Welcome to Highland Community School!

This handbook was designed to acquaint you with our school's policies, procedures and programs. It is given to all parents at the time of enrollment. Extra copies are always available in the Main Office. If the information you need is not in this book, call or stop in and we will be glad to assist you.

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## About Highland

### Introduction

Highland Community School (HCS) is a parent-directed, public charter school located on Milwaukee's west side. Founded in 1968 by a small group of socially conscious parents in a church basement just a few blocks from its present location, Highland has grown to include over 300 families. Enrollment for the 2019-2020 academic year is approximately 415 students, drawn from a socially and economically diverse population of families from all over the city. The educational program is based on a child's inborn desire to learn and is specifically designed to complement the natural interests and strengths unique to each stage of development.

As a parent-directed school, it is our goal to foster a nurturing environment for both our children and their families, while empowering parents to become responsible for and involved in their children's education. Parent involvement drives the school, with Highland parents delivering over 15,000 hours of service to the school each year and a Board of Directors overseeing our programs and guaranteeing a quality Montessori education for every child. As a community-based school, we seek to provide support and stability to the entire family and the surrounding community.

### Our Mission

We are a community of diverse families and educators working together to offer quality Montessori education in a nurturing environment that enriches, empowers and inspires children to reach their potential and encourages parents to become responsible for and involved with their children's education.

### Our Vision

We are changing the world by nurturing children and their families to be informed, compassionate, life-long learners who are a force for change in education, the community and society.

### History

Highland Community School has been providing a Montessori education for one of the most racially, economically and socially diverse populations in Milwaukee for almost fifty years. Highland is fortunate to have a well-established parent Board of Directors made up of parents interested in advancing educational opportunities for young children.

Highland Community School was founded in 1968 by parents and residents of the near west side of Milwaukee. One of the first teachers at Highland was a certified Montessori Directress and with her leadership, the school selected this student-centered curriculum as its own. From its inception, Highland has sought to utilize the Montessori philosophy to assure that the vital early educational foundation will prepare all its students for success throughout their lives. Highland's success has been chronicled in a book, *The Parent-Centered Early School* by Professor Mike Williams, PhD., which was first published in 1997.

In 1996, Highland applied for and was awarded "charter school status" by the Milwaukee Public Schools' Board of School Directors. As the first charter school in Milwaukee, Highland has

taken seriously the philosophy that charter schools offer an opportunity to implement innovative educational strategies that can impact other schools, in particular the Milwaukee Public School system, improving education for all Milwaukee children. Such strategies are not traditionally available in public school settings and often are financially prohibitive for populations such as Highland's. Charter school status assures the residents of our neighborhood that parent-directed, student-centered educational opportunities will continue for them.

## **Highland Community School -- *Our Values, Our Commitment***

*"Children learn more from what you are than what you teach."* W.E.B. DuBois

At its best, a Montessori education is an agent for dynamic personal development and social change. In order for Highland Community School to be at its best, we all need to embody the core values which are central to our school's mission. These core values guide the progressive development of the school's future and are fundamental in establishing the school's culture and climate.

Our goal at Highland Community School is to uphold being a warm, welcoming school known for our nurturing environment. The key component of this environment is a spirit of involvement and the close interaction of parents with students, teachers and other team members.

### **Children**

Highland nurtures its children now and for their future. Over the years, Highland has reworked the traditions of schooling by removing the negatives (school as a place, for example, where you *can't* do things) and by replacing them with positives. In the eyes of Highland's children, school is where you can learn about yourself and about other's worlds through experience; where you can build a dream; where you can be safe and laugh and talk and play and eat good food and have good playmates; where the adults, different as they may be from one another, all like you and talk to you, instead of threatening or yelling; and, where you're likely to see your mom and dad because they like being here, too.

### **Respect**

The Montessori philosophy places a high value on respect for the individual and this philosophy is manifested each day as children shake hands, hold doors for each other, and are courteous and helpful to each other and to staff. The same is expected of all staff and parents both in their dealings with each other and in how they relate to the children.

### **Family**

Highland Community School was founded by parents and continues to get its long-term direction from an elected Board of Directors made up of parents. It is our aim to help families become members of a caring community and to prepare their children to become the people they are meant to be. We believe strongly that parents must be partners and resources in their child's education. We work hard to support parents, so they in turn can support their children. While our emphasis is on the children, faculty and staff become a center of support for all family members because we understand that what helps the family, helps the child.

## **Community**

A strong sense of community permeates the Highland environment. This sense of community is demonstrated in the way the classrooms reflect a home environment, in the way the staff communicate with and respect parents and students, and in the way parents and staff work together to help build a better educational environment. Highland Community School is a place to be at home and to experience membership in an extended family where the comfort of belonging is expected and enjoyed.

## **Diversity**

Highland Community School actively seeks students, faculty and staff to reflect the diverse backgrounds in our community. Highland strives to provide an enriching curriculum and educational experience for all students, recognizing that global teaching and learning helps form strong, positive self-concepts and develops respect for human differences. The school's curriculum and philosophy encourage understanding and respect for these differences while affirming fundamental similarities of humankind.

## **Inclusiveness**

All members of the school community are valued for their contributions, talents and opinions. We celebrate the natural diversity of human beings, be it in learning style, interests, or definition of what makes a happy and successful life. The philosophy, curriculum and administration of our programs aim to create an inclusive learning environment with respect to economic background, gender, race, national and ethnic origin, cultural heritage, religion, sexual orientation, disability, marital status, and political beliefs. This means we exclude no child, but seek to ensure we can meet their needs as much as possible. Highland integrates diversity and character education in each learning opportunity to empower students to actively approach each new experience with gracious and open minds.

## **Nurturing Environment**

Children develop best in a caring environment where they are allowed to express themselves and when learning experiences interest them and are part of their world. We recognize that children need a safe and supportive environment in which to take risks and learn. HCS creates an environment that encourages children to explore and grow. We consciously encourage our students to not be afraid of taking risks, but rather to learn from their experiences, both successes and failures, as non-threatening and constructive feedback on their progress and personal growth.

At Highland Community School, we believe the best approach to discipline is a proactive approach. At Highland Community School, teachers and staff look beyond a child's negative behavior to the underlying cause. We believe that poor behavior and lack of motivation usually result from a need that is not being met and we focus on finding a way to meet that need in a positive, supportive manner.

## **Self-esteem**

We affirm that healthy self-esteem is the crucial ingredient for the full expression of a person's potential. This is the very fabric of our community and our educational methods. As we recognize the beauty within each child through our actions, verbal references, display of work,

and provision of opportunities for them to show what they can do, we add to their positive sense of self.

### **Cooperative Learning**

Highland Community School strives to promote and sustain a school culture and climate that instills and imparts dignity and a sense of shared responsibility for the well-being of each other and that of our larger community. The students take pride in giving lessons and assistance to those who are younger than they are and look to older students with an expectation of being treated well by them and learning from them. In a Montessori environment, each child is on his or her own educational journey and is not in competition with other children. Our focus on diligence and respect applies to every facet of this journey.

### **Community Service**

Highland promotes a social awareness and responsibility to community and society. Each student learns and develops a sense of social responsibility through active participation in thoughtfully organized projects that reach out to the immediate and greater communities. Through the process of applying their skills and knowledge to authentic and practical objectives, the students develop a deeper understanding of the needs of the community and reflect on the positive impact of their work.

### **Democracy**

It is our job to create an environment where children's needs and preferences matter -where their voices are heard and valued. We provide them with classrooms where they are encouraged and helped to make decisions. It is our goal to teach students to learn to make good decisions for themselves by weighing all arguments carefully, anticipating long-term consequences, and taking others' needs into account.

### **Egalitarianism**

Egalitarianism at Highland blurs roles in the organization; no one's position is too important to exclude the most menial (though necessary) of labors. This spirit has lived on through the years at Highland, prompted by a radical sense of democracy which requires that everyone pitch in whether it's their job or not. Egalitarianism does not say that everyone is equal, however; it says that everyone is to be equally respected, and that to the extent they are able, everyone is to contribute in whatever way they can to the enterprise of the school.

### **Quality Cosmic Education**

All our teachers are AMI (Association Montessori Internationale) or AMS (American Montessori Society) certified. Highland Community School uses both AMI and AMS instruction in the classroom, along with compatible curriculum, approaches and materials to provide opportunities for enrichment beyond the basic curriculum.

Highland Community School is committed to high academic standards. The school's developing Whole Child Assessment is a comprehensive assessment tool to measure the child's development in multiple areas and skills. Further, all Highland children are expected to meet or exceed all Wisconsin state learning standards.

## **About Montessori at Highland Community School**

### **The Montessori Classroom**

Dr. Maria Montessori lived from 1870 to 1952. Her lifetime accomplishments include being the first female doctor in Italy, a world-famous author, educator and spokesperson for human rights. As a result of her work, she was nominated for the Nobel Peace Prize. Dr. Montessori used her talents to observe children's development and thereby provide them with learning opportunities appropriate to their readiness and needs. Her acute observations of children led to the evolution of her philosophy of natural child development and the designing of materials to promote learning. Her belief was that no human is educated by another person but rather, in order to be genuine, learning must be done internally by each individual. A truly educated person continues learning long after the classroom experience has ended because there is motivation from within that is fueled by a natural curiosity and a love of learning. Dr. Montessori felt that the goal of early education should not be to inundate children with facts from a direct course of study. Instead, an objective of the education process is to cultivate a child's own natural desire to learn.

### **Intellectual Materials**

The Montessori materials are beautifully handcrafted and are displayed on low, open shelves. These unique materials are tools to stimulate the child into logical thought and discovery. Each piece of material has a specific purpose and is presented in a manner that will enable the children to direct their own learning. Each piece presents one concept or idea at a time and has what is known as a "control of error." If the child has done something incorrectly, it will be self-evident. The geometric shape, for example, won't fit the hole; or the last label will not match the last picture. In this way, children learn to work with increasing independence, taking control and responsibility for their own learning.

### **Structure and Freedom**

The classroom is ordered and well planned, allowing for physical, intellectual and social freedom. The curriculum and teaching materials are carefully selected and presented to each child. When children choose a material, they are then free to work with it for as long as it provides a challenge. This creates a structure for their learning. Everything is child-sized and all the activities are within reach to allow free choice.

### **Social Interaction**

The Montessori classroom is not only a place for individual learning. It is a vibrant community of children learning to interact socially in a variety of ways. The three-year age range in classes enables older children to teach the younger children, learning much themselves from this experience, while the younger children are inspired to more complex work by observing the older ones. With such a variety of levels in the classroom, each child can work at his or her own pace, unhindered by competition and encouraged by cooperation.

### **The Director/Directress**

In a Montessori classroom, the place of the traditional teacher is held by a fully trained Montessori Director or Directress. The Director/Directress is a guide or facilitator whose task it is to support the young child in his or her process of self-development. He or she is foremost an

observer, unobtrusively yet carefully monitoring each child's development, recognizing and interpreting each child's needs.

The Director/Directress provides a link between the child and the prepared environment, introducing the child to each learning tool when he or she is ready in a precise, clear and enticing way. On a broader level, the Director/Directress provides a link between the classroom and the parent, meeting with each child's parents to discuss progress. He/she needs to be an example of the values we seek to instill in our children by being calm, consistent, courteous and caring. The most important attribute of a Director/Directress is the love and respect he/she holds for each child's total being.

Because Highland Community School is a Title 1 school (we receive additional federal funding based on specific criteria), parents have the right to information about the teachers' and paraprofessionals' qualifications. This includes, but is not limited to:

- Completion of state license and certification requirements.
- Emergency or provisional licensing status.
- Educational background.

### **The Toddler Program: 14 months to 3 years old**

The goal of the Toddler program is to provide very young children with a learning experience away from home and parents, to foster self-confidence and a good self-image, and to develop a positive attitude toward learning. Toddlers focus on learning to move their bodies, using language, and learning to take care of themselves: eating, dressing, and using the toilet.

We've all heard the famous cry of the toddler, "*Let me do it myself!*" In our fast-paced world, we as parents rarely have the time to provide a toddler with the freedom of independence that is so critical to their development at this stage in their life. What makes a Montessori Toddler Program unique is that the prepared environment offers the opportunity for toddlers to exert their need of independence. From low shelving and toddler-sized furniture to materials especially designed to entice each child's individual developmental needs, the toddler community is carefully set up to be warm and inviting to these small explorers. Toddlers are given the opportunity to imitate adult activity in a controlled and safe setting, which leads to the ability to be independent and builds self-esteem. Time for learning the skills of independence is offered daily and includes activities such as care of self, meal preparation, care of environment, practical life, language exploration, fine and gross motor activities, exercises of daily living, art and music. Significant time is also devoted to getting the fresh air and outdoor exercise so critical to the toddlers' development.

A natural progression of sleeping and eating is provided for each child, and redirection is used in their guidance. Engagement with finger plays, songs, movement and other creative activities all serve to create a day of gentle rhythms and smooth transitions.

### **The Children's House: 3 to 6 years old**

Dr. Montessori called this first plane of development the period of the "absorbent mind." Young children are exploding into learning, gaining independence, and wanting to master skills by themselves. The focus at this level is upon aiding the child's development of personal responsibility and self-esteem through the use of practical, concrete materials.



Children begin learning practical life skills that develop their concentration, independence, fine and gross motor skills, and personal and community responsibility. As students move through the three-year cycle, they engage in hands-on activities which provide them with the fundamentals of reading, writing, and grammar. Through manipulation of concrete materials, they learn the decimal system and mathematical operations.

Children are introduced to physical and cultural geography through puzzle maps, pictures, books, and special presentations by parents and teachers. The arts are woven throughout the curriculum to support our creative and interdisciplinary approach. Social skills, as well as the ability to make appropriate choices, are taught through Grace and Courtesy lessons and peer problem solving.

In the Montessori class there is freedom of movement that enables the child to work alone, at a table or on the floor, or in a group with one or two others at any given time. Within this environment learning goes on through discovery, exploration and in cooperation with others. In these ways the classroom can truly become “an aid to life” as described by Dr. Montessori.

The morning session of the Children’s House program begins at 8:30 am and ends at 11:30 am. At that time, parents of three-year olds have the option of picking up their children or enrolling them in the CHECK program.

### **Extended Day**

Somewhere around the children’s sixth year of life they begin to make the transition from the first plane of development (the absorbent mind) into the second plane, the “cosmic mind”. This is observed in a dramatic shift from wanting to do everything independently to needing and wanting to do everything in a group of friends. The Extended Day class is a place where the needs of this transition are met. At 1:00 pm, the five-year olds join together with the Director/Directress for the afternoon session. It is a period of preparation and transition from the Children’s House class to the Elementary class. They concentrate on more advanced language and math skills. This is the time when the children begin to move from the concrete to the abstract. While the five-year olds are working together, the four-year olds have an opportunity to continue their work in the classroom or to get involved in fun group activities such as dance, arts and crafts, music and library time.

### **Children’s House Extended Care Kids (CHECK): 3-year olds**

Parents of three-year old children have the option of enrolling their children in this fee-based afternoon program. In order to qualify for this program, a child must be three years old as of the first day of school. Children enrolled will join the CHECK Program at 11:30 am for lunch and then either spend time napping or participating in small group or individual quiet activities. The program ends at 3:15 pm in conjunction with the end of the school day.

### **Elementary Program: 6 to 12 years old (1<sup>st</sup> – 6<sup>th</sup> grade)**

Highland Community School currently has four Lower Elementary classes made up of children in first through third grade and four Upper Elementary classrooms for fourth, fifth and sixth grade students. In both the Lower and Upper Elementary classrooms, Montessori trained adults are able to integrate the teaching of all subjects, not as isolated disciplines, but as a part of a whole intellectual tradition.

When children are ready to enter the elementary program, they begin to work with larger intellectual considerations. It is an age of social awakening and social responsibility. They insist on justice and fair play and need to have exact rules. They search for the why, the how, and the when of things. Dr. Montessori described the child at the elementary stage as having unlimited interests in our universe and their place in it. Therefore, we present students with all subject areas and allow them the freedom to explore the things that spark their imagination in as much depth as they desire. At least as important as the facts that are learned is the development of a rigorous questioning and investigative process within the child. Students learn what questions must be asked, how to think through problems, how to analyze situations and how to find answers for themselves.

Students in the elementary classroom are expected to become increasingly responsible for their own education. Continued joy in learning, self-discipline in one's work, organization of one's time, respect for classmates and participation in the community of the classroom, the wider school and the larger community are hallmarks of success in the Montessori elementary age.

While every child is required to meet the minimum standards set out by the State, no boundaries are set on the breadth or depth of their study. We find that our children consistently meet standards without teachers having to teach to the test.

### **Adolescent Program: 12 – 14 years old (7<sup>th</sup> – 8<sup>th</sup> grade)**

In 2013-2014, Highland welcomed its first class of adolescent students. Students are expected to bring a high level of independence and self-direction, a comfort with collaborative work, and a love of learning for learning's sake. They treat each other with respect and are comfortable with the knowledge that each person has different strengths and challenges. The manipulative materials of the elementary level are rarely present, as adolescents have moved beyond their applications and are now solidly comfortable with the more adult learning techniques of reading, discussion, and application to a task. Lessons are presented in seminar style or in small groups. Community service and social entrepreneurship are key to the adolescent program. Students learn in a state-of-the-art, purposefully built environment that encourages independent and group work. The urban agriculture curriculum is an impressive pillar to the program.

Adolescent students lead the school in developing sustainable and environmental initiatives, serving as role models for Highland's younger students. Adolescent students are also encouraged to organize Going Outs and to serve as mentors. All adolescent students complete a capstone project at the end of their last year, highlighting individual strengths and interests.

### **Before School Program**

The Before School program is available for families needing early care. This is a paid program which must be signed up for in advance. Parents have two options for participation in this program: enrolling on a daily, as needed, or on an annual basis. If enrolled on an as-needed basis, advance notice for each day is NOT necessary. If the annual option is chosen, the rate will be charged regardless of the number of days the program is used. In either case, the daily or annual fees are flat rates which are the same regardless of the time a child is dropped off. The before school program does not apply to toddlers. Parents can take toddlers directly to their classrooms any time after 7:00 am.

The Before School program for Children’s House is located in Room 124 while the elementary students meet in the Library. Children can be dropped off anytime between 7 am and 8:15 am. Parents must bring their children into the Before School area if they arrive before 8:15 am and sign them in each day. Dropping children off at the outside door or anywhere else in the building is not acceptable. Children arriving after 8:15 am should go directly to their classrooms and will be under the supervision of school staff.

For further questions, please see the Program Handbook available in the Main Office.

**After School Program**

Academic enrichment, games, crafts, stories, toys and an afternoon snack are all a part of the After-School program. All children attending Highland Community School are welcome to enroll in the program. This program begins at 3:30 pm and runs until 6:00 pm. Parents can also choose to enroll children until 4:15 pm at a reduced rate. Emergency Care at a daily rate is offered (**except for K3**) when space is available. Please call the school as soon as the need becomes known to verify space. Parents must come into the building and sign their children out of the program.

For further questions, please see the Program Handbook available in the Main Office.

**Daily Schedule – Children’s House, Elementary & Adolescent Programs (AP)**

7:00 am – 8:15 am	Before School program
7:45 am – 8:15 am	Teacher/Assistant set-up
8:15 am – 8:30 am	Students arrive in their classrooms (8:00 am – 8:10 am for AP)
8:30 am	School Day begins (8:10 am for AP)
	<u>Students arriving late will be marked tardy</u>
11:30 am	Dismissal of 3-year old students not attending the CHECK program
11:30am – 1:00 pm	Lunch and recess
11:30am – 3:30 pm	K3 CHECK (Children’s House Extended Care Kids) program
3:30 pm	School Day ends
3:30pm – 4:15 pm	After School early pickup program
3:30pm – 6:00 pm	After School program

**Daily Schedule – Toddler Program**

7:00 am – 8:15 am	Before School program
8:00 am	School Day begins
12:00pm – 2:30pm	Lunch and napping
3:30 pm	School Day ends
3:30 pm – 6:00 pm	After School program

**Admissions**

Highland Community School admits students of any gender, race, color, creed, ethnicity and national origin to all the rights, privileges, programs, and activities generally accorded or made

available to students at the school. The Highland Community School policy of nondiscrimination due to disability complies with U.S. Department of Education regulations for the implementation of Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act.

All children K3 through eighth grade are eligible for admission, subject to openings for appropriate age groups. Priority admission status is granted to siblings of HCS students and children of HCS employees.

### **The Admissions Process**

1. The school highly encourages that interested parents make an appointment to tour the school and observe classrooms in session.
2. Applications are accepted for enrollment for the following school year, beginning on October 1st and ending December 15th. Applications will be made available on the school website and in the school office throughout this time frame.
3. If the number of applications submitted by eligible applicants during the application period exceeds the number of available seats, acceptance will be determined by a lottery. If the number of applicants does not exceed the number of seats available, a lottery selection is not necessary, and all applicants will be admitted to the school.
4. If there are still seats available on December 15, a second application period will be held. Applications will be accepted until the end of Milwaukee Public Schools 3-Choice application period. If the number of applications submitted by eligible applicants during this period exceeds the number of available seats, acceptance will be determined by a lottery.
5. At the time of the lottery, all applicants not receiving a seat will be kept in a lottery pool. Any applications received after this date will be added to the lottery. If a seat becomes available, another lottery will occur.
6. Because seats in K4 through 8th grade only become available through attrition, a lottery will be held after each application period. Students will be accepted through a lottery when and if a seat becomes available.
7. The lottery pool is only valid until September 30th. Applications will not be carried over to the following year. New applications must be submitted. October 1st begins the application process for the next school year.
8. Approximately two-three weeks before the start of the new school year, in-person registration sessions are held where all new and returning families are required to complete or update their records and pay their first month's program fees.

### **Toddler Admissions**

Toddler admission occurs annually for the academic school year. Seats are available for the year-round or school year program. If space becomes available throughout the year we notify families on the waiting list. Once they are accepted, toddler families must attend the new parent orientation or an individual interview. A visit to the classroom will also be set up by the Toddler Directress for a special introduction between the child and the Directress. This helps the child have a smoother transition when the student begins school. Toddler admission is not done through the lottery. It is based on the age and gender of the child. This ensures balance within the classroom and makes certain the child-to-adult ratios are in accordance with state licensing rules. Applications are available on the school website or in the Main Office.

### **Probationary Policy for Toddler Program**

Children enrolled in the toddler program will be accepted on a one-month probationary basis. During that time the program staff, the Director and/or the parents will be able to determine if the program is appropriate for the current individual needs of the child.

### **Placement of Students at All Levels – (New Students, Classroom Changes, or Retention)**

All classroom placement concerns must be first discussed with the Program Director or Executive Director so established policies and procedures can be discussed. The Program Director or Executive Director will collaborate with the appropriate staff to determine (if necessary) a course of action.

## **Your Child Inside the Classroom**

### **Observing**

We encourage you to observe the classrooms. To schedule an observation, please, contact your student's teacher. In a Montessori classroom, we ask that you follow some simple guidelines to minimize interference in the children's environment. These guidelines are available from your child's teacher. Seeing the children at work is to experience the Montessori philosophy in action. To make your observation more meaningful: take a look around the room and notice the amount and diversity of activity; the range of ages; the types of materials; the individual and group activity; and the interaction of the children. As you focus your attention on the teacher, notice his or her demeanor and the respect the teacher shows each child. Also focus your attention on your child and the succession of activities he or she engages in; look for signs of concentration, critical thinking, enthusiasm and self-satisfaction in each activity. As you focus on the classroom community, look for evidence of respect and cooperation. Our goal at HCS is for each classroom to be a vibrant, caring and engaging environment where individuals thrive and the sense of community flourishes.

All parents are allowed to visit or observe their children at any time during our operating hours, EXCEPT if there is a court order preventing or denying the parent access to the child. Please, contact your classroom teacher to set up a time for your visit or observation. It is important that you give your child time to adjust to their new environment before your first visit; therefore, we ask that you wait until at least October when the class is in full swing before visiting.

### **School Cleanliness**

Our school is cleaned daily by a contracted professional cleaning service. In addition, the restrooms are cleaned and disinfected at least once a day, lunch tables are cleaned and disinfected both before and after eating, and cots and large classroom equipment are cleaned weekly. Small classroom toys are sanitized in the school's dishwasher at least once a week. Preventative pest control is also conducted. If you see anything that needs additional attention, please share your concern with a staff member immediately.

### **School Temperature**

We will attempt to maintain an inside temperature between 67 degrees and 80 degrees at all times. In the event that we are unable to do so, we will be forced to close the toddler program for the day or until we can maintain said temperature.

### **Clothing *Label! Label! Label!***

Please dress your child in comfortable clothing that is weather appropriate and that is easy for them to manage independently. Aprons are worn for messy jobs but are not foolproof! Clothes that are too good to risk staining should not be worn to school. Soft-soled shoes are also advised. Children may keep slippers at school.

Children in the Children's House and Toddler classrooms should have an extra set of clothing available. This complete change will include seasonally appropriate shirt, pants or shorts, underwear and socks. Please send them to school in a labeled zip-lock plastic bag. If this clothing is sent home used, please send back replacements the next day. Children are not to wear pull-ups or other training wear in programs other than the toddler program. Each classroom has slightly different requirements so please watch for additional information from your child's teacher.

Remember, we try to spend time outside every day so please provide warm clothing in the winter such as hats, mittens and boots. In general, children not well enough to go outside should stay home.

Anything and everything that can become detached from your child and which you would like returned must be labeled. Because we emphasize independence, our children are responsible for their own things at an earlier age than in many other places. This results in more misplaced articles of clothing, so please help us by labeling everything! There is a lost and found kept on the first floor, and a second one located in the Toddler classrooms. The lost and found will be cleaned out and donated to a local charity monthly. HCS will not donate any clothing that has been labeled and is able to return to a child's classroom.

### **Nap Time**

All toddlers and primary children who still require a nap will be provided with a rest period after lunch. Please bring a small blanket for your child to use at naptime. It must be labeled with your child's name and must be taken home weekly for laundering. Toddler staff will launder the toddler bedding.

### **Classroom Discipline**

Behavior concerns and difficulties are addressed at the classroom level first with each classroom teacher. As a Montessorian, her/his interventions are expected to be formulated based on 1) respect for the child, 2) knowledge and understanding of the developmental needs and

characteristics of the child, as well as the needs of the group, and 3) the understanding that appropriate behavior must be carefully taught and modeled. The goal of each intervention is to assist the child or children to develop self-control and self-discipline.

The school will not tolerate or permit the use of any abusive disciplinary methods such as, but not limited to, hitting/spanking, slapping, yelling, withholding food or curriculum enhancements, ridicule, embarrassment, or humiliation of a child by anyone in our school. These punishments are prohibited by school policy even if a specific parent's philosophy may differ. Children may not be punished for lapses in toilet training and time-outs may not be used for children under the age of three. Confer the HCS Progressive Discipline Policy section for more information.

### **Conflict Resolution**

The students are introduced to the skills of active listening and conflict resolution as an important part of Montessori Grace and Courtesy lessons. Age appropriate skills are demonstrated and examples practiced that give students appropriate choices in social situations that require taking turns, reacting to problem situations, understanding another's point of view, communicating that understanding clearly, stating one's feelings and needs, creating win-win solutions to conflicting needs, and acting as a third-party mediator for others with conflicting needs. The goal is that children have the opportunity to experience problem solving, mediation, and resolutions amongst themselves. Adults will intervene when the students need assistance or guidance.

### **Sharing**

Students are welcome to occasionally bring meaningful "show and tell" items to share with the class. These may include shells, rocks, something they have made, books, or some other item of interest or a personal treasure. Please discourage them from bringing toys such as play dolls, cars, trucks, stuffed animals, guns, etc. If a child brings non-educational playthings into the classroom, these items will be stored by the teacher until dismissal. Please check with the Director/Directress if you have any questions.

### **Holiday Celebrations**

Holidays are recognized from a cultural point of view. If your child comes from a cultural background that has a different New Year or holiday, please tell the Director/Directress and allow the child to share the event with the class. If, for any reason, you don't want your child to participate in any celebration, please inform the school ahead of time so other arrangements can be made for your child. Parents are encouraged to participate in all programs and celebrations.

### **Birthdays**

In the Children's House, each child is honored in a special celebration that is an international Montessori tradition. Parents share in this important occasion by helping their child select photographs from each year of his or her life. These photos are shared as the child walks "around the sun," once for each year celebrated. Parents should make every effort to participate in this beautiful ceremony with their child. In the Toddler and Elementary classrooms, birthday celebrations are observed in a slightly different way. Parents may also bring in a special *healthy* treat to share with the children and teachers in the class. Please honor the Montessori environment by refraining from the use of cartoon characters, sugary sweet treats and other

things that will distract from learning. Your child's teacher will discuss this with you before the celebration.

### **Fun Days**

The school calendar provides the dates for all non-attendance days of the school year. Many of the student non-attendance days are offered as Fun Days, which are \$30 per child per day. Before and After School fees apply (unless child is contracted for these paid programs). These days are coordinated by our program director and are staffed according to need. Sign-up and payment in advance of the Fun Day are required for admittance. Please note that the Toddler program is in session on these days.

### **Progress Reports and Assessments**

Progress reports are published through Transparent Classroom, the school's online record keeping system. A parent is able to request a printed copy of the report at the Front Office. The report cards are published twice a year for all students in February and at the end of the school year. In addition, parents and teachers are encouraged to have frequent communications throughout the school year. Parents are encouraged to routinely touch base with the teachers.

Each teacher keeps a record of all Montessori lessons and presentations they have been given to each child in Transparent Classroom. These records are kept so that the teacher can track where the children are and if they have mastered certain areas of the work in the environment. All students in K5 through 8<sup>th</sup> grade are required to take any and all district and state assessments. These assessments are given in the fall and spring of the year. If you have any questions regarding what assessments are given to your child, please see your child's teacher.

### **Conferences**

Parent/Teacher conferences are held two times a year (see calendar). Other conferences requested by staff or parents will be arranged as needed. Conferences are a great opportunity for the teacher and the parents to have a good conversation about the student's work in the classroom, areas identified for growth and communication around areas for improvement. There is a high expectation that parents participate in all conferences and make every effort to reschedule if they are unavailable during the suggested conference times.

### **Special Education**

If you suspect that your child has special education needs, you have the right to have him or her evaluated. Request an evaluation by contacting your child's teacher or other staff member.

## **Your Child Outside the Classroom**

### **Field Trips**

Field trips, which are organized by teachers, offer enrichment opportunities beyond the classroom setting. Exploration and utilization of many fine resources throughout the area is an important part of our curriculum. Please fill out and return the provided permission slip for each trip. The blanket permission slip that each family signs with the registration material is used only as a last resort when the permission slip for the current field trip has not been received. This field trip procedure does not apply to the "Going Outs" in the elementary and adolescent classes or



“Walks” through the neighborhood for all classes. Parent involvement is always welcome on field trips. Transportation, if necessary, is provided by a bonded carrier. Personal automobiles will not be used to transport children from Children’s House or Elementary on field trips. Toddlers and their parents will carpool together for field trips and utilize appropriate car seats. All students will be afforded the opportunity to accompany their class on field trips. No child will be denied a field trip because a lack of financial resources.

The following guidelines apply to all field trips:

- At no time will there be fewer than two adults accompanying a group of children leaving the school.
- Staff will have a cell phone, all emergency contact forms, an attendance sheet and a first aid kit in case of emergency.
- Adult-child ratio for the Children’s House will be at least 1:8.
- Adult-child ratio for toddlers is 1:2.
- Toddlers not being accompanied by their own parent will only travel with the toddler Director/Directress.
- Individual drivers will be required to provide a copy of their driver’s license and insurance policy, and a driver’s background check will be processed.
- No Children’s House child will be in a public restroom without an adult supervising.
- Adult-child ratio for the elementary classroom will be at least 1:10.
- Elementary children will use the buddy system. Each child will be paired with a partner and coached on being responsible to and for others.
- No Elementary child will be alone in a public restroom. All children will be with their buddy or in a small group.
- Each adult will be assigned a specific group of children they are responsible to supervise while on the field trip.
- Attendance sheets will be used to document that all children are accounted for before departing the school, at all transition times, before leaving the site and upon arrival back at the school.

### **Going Outs**

An important aspect of the elementary Montessori curriculum is participation in small group explorations called Going Outs. Frequently elementary students get excited about a particular topic and wish to do more extended research on it. In a Going Out, the children plan the entire trip. They are responsible for deciding where to go, calling and making the appointment, confirming the appointment, arranging the transportation, and following up with a thank you note. Permission slips or parent notifications will be provided. During a Going Out, if there is only one adult accompanying the children the adult to child ratio cannot exceed 1:4. Public transportation is always the preferable option. If a parent or staff member is asked to drive, a copy of the individual’s drivers’ license, insurance policy, a driver’s background check and a completed travel request form must be on file in the Main Office. No child will be transported in a personal vehicle without a signed permission slip including the name of the driver, the date of travel, the destination, and the purpose of the trip. Only Elementary and Adolescent students will participate in Going Outs.

## **Walks**

Throughout the week Directors/Directresses and children take walks through the neighborhood. The buddy system or a walking rope is used to guide children along the paths. The blanket permission slip each family signs at registration gives permission for these short excursions.

## **Community Service**

The Elementary and Adolescent classes plan community service projects throughout the year that extend beyond the school campus that may include such things as visiting and working with the elderly at a local nursing home, cleaning up litter around the school, and helping to organize a food drive.

## **Camping**

Every year, the K5 extended day, Elementary and Adolescent level school children go camping. This is an excellent opportunity for our students to experience nature in a whole new way and to be a part of a long standing HCS tradition. This year the K5 extended day students will continue the tradition of camping at Edwards YMCA Camp in East Troy. The Lower Elementary students will spend two nights at the Edwards YMCA Camp in East Troy, WI. Upper Elementary will be tent camping again this year at Devil's Lake State Park in Baraboo and the Adolescent students will camp at Kohler-Andrae State Park and Starved Rock State Park in Illinois.

## **School Procedures**

**School Start Time:** School starts promptly at **8:30 am (8:10 am for AP)**. In a Montessori environment, students need three hours of open, uninterrupted time to choose independent work, become deeply engaged, and repeat this work to their own satisfaction; therefore, it is important that your children arrive at school on time. Being five or ten minutes late may seem like a small issue, but it disrupts the rhythm and flow of the entire Montessori classroom. If your child needs to arrive before 8:15 am, they will need to join the Before School program or take part in the breakfast program that begins at 8:00 am.

**Parking:** Because our parking lot is so busy, patience and caution are required when you are in the school parking lot at drop-off and pick-up times. Please drive slowly and be very careful when entering and exiting the parking lot. There is also street parking on 18<sup>th</sup> St. and Juneau Ave.

**Morning Drop-Off:** All Toddlers and Children's House (K3-K5) students must be walked into the building during morning drop-off. **This means that parents will need to park in the parking lot or on the street to bring their students to their classrooms where they will then sign them in with their teachers.** Please be sure to schedule enough time for this routine, keeping in mind students must be in their classrooms on time. Lower Elementary (grades 1-3), Upper Elementary (grades 4-6), and Adolescent (grades 7-8) students may be dropped off on 17<sup>th</sup> St. by the playground. A staff person will greet them and make sure they enter the building safely.

Morning drop-off and afternoon pickup is a very busy time for HCS. In order to keep everyone safe and on time, we have set the following parking rules:

## **General Rules**

- If you are going to park and escort your child into the building, use 18<sup>th</sup> St., Highland Ave., or Juneau Ave.
- Do not park on or in front of the loading dock located just south of the Main Entrance on 18<sup>th</sup> St.
- Event Parking is first come, first serve and is located on Highland Ave, 17<sup>th</sup> Street, Juneau Ave, and 18<sup>th</sup> Street.
- Do not park on or in front of the loading dock located just south of the Main Entrance on 18<sup>th</sup> St.
- Handicapped Spaces are limited; please do not use these spaces if you don't rightfully have permission to do so.
- Do not park on or in front of the loading dock located just south of the Main Entrance on 18<sup>th</sup> St.

## **Parking Tips**

- Parking Maps are available upon request in the Main Office.
- Arrive early in winter! Snow build-up limits parking spaces and narrows the street. Parking during the winter months will take extra patience and time. Plus, you will need extra time to help your child remove winter attire once in the building.

## **Gate Hours**

The East Gate 17<sup>th</sup> Street: Open and staffed mornings from 8:05 am to 8:30 am. If you are not parking and escorting your children into the building, you should be using this parking option. This gate is open for afterschool pick-up for school and daycare vans only.

## **Absences**

It is your responsibility to contact the school as early as possible if your child is going to be absent. Please provide us with whatever information concerning the absence is available at that time. If your child is not in school and you have not called in, the school will contact you within two hours of the beginning of the school day.

For all Children's House, Elementary and Adolescent students, a student absence becomes excused when a written statement by the parent/guardian is submitted to the school. The written excuse must be presented within forty-eight (48) hours after the student's return to school or the absence is considered truancy.

The following are excused absences. All other absences are truanancies.

- Personal illness
- Funerals
- Required legal appearances
- Designated religious holidays
- Medical or dental appointments

- Family emergencies – student absences which contribute to health, safety, or financial well-being of the family
- Educationally beneficial activities approved by the Executive Director
- Parent-excused absences – Parents or guardians may excuse an absence by submitting written notification to the school for any or no reason prior to the student’s absence. A student may be excused **for up to ten (10) days** per year under this provision.

When your student has reached the 10-day excused absence limit, all further absences will be recorded as unexcused absences (except for absences reviewed and approved by the Executive Director due to the nature of the circumstances) and the absence protocol will be as follows:

- **0 to 4 Unexcused Absences:** Calls will be made to the student’s parent/guardian by the Classroom Teacher, School Secretary, and/or School Social Worker to inform parent of attendance policy and problem-solve.
- **5 Unexcused Absences:** A Habitual truancy letter will be sent home notifying the parent/guardian that their student has 5 unexcused absences and a meeting will be scheduled with the School Social Worker to discuss attendance support.
- **8 Unexcused Absences:** Another letter will be sent home with student’s attendance record, notifying parent/guardian that student has reached 8 unexcused absences.
- **12-15 Unexcused Absences:** A letter will be sent home and/or the parent/guardian will be contacted via phone call to schedule a second meeting with the School Social Worker and the Classroom Teacher to further discuss attendance and create an Attendance Support Plan.
- **15 + Days Missed:** When a student’s attendance reaches this point, the student’s case may be referred to the Truancy Abatement Program or the District Attorney’s office for further action.

### **Late Arrivals**

Our school is charged with the task of teaching grace and courtesy to our students, as well as personal responsibility. At Highland Community School, we want our students to learn that being good work partners and community members requires both regular attendance in the classroom and being on time. **If your student has excessive tardies, you will be contacted by the School Social Worker and a conference may be scheduled to problem-solve and create an attendance support plan for your child.**

**All children who arrive after 8:30am should be brought to the office by an adult to get a tardy slip before they go to class. If you will be tardy and you want your child to receive a hot lunch for the day, you must call and let the school know by 8:30am.** If you do not notify the school by that time, please bring a cold lunch for your child.

Since Toddlers' school day begins at 8:00am and they require a consistent schedule, late arrivals are strongly discouraged. Toddler arrivals after 8:30am will not be admitted without special permission from the Directress.

### **Early Pick-Ups**

The school day hours for each program/age group are as follows:

- **Toddlers:** 8:00am-3:30pm
- **K3:** 8:30am-11:30am
- **K4-6<sup>th</sup>:** 8:30am-3:30pm
- **Adolescent:** 8:10am-3:30pm

**Departure:** Children's House and Lower Elementary can be picked up from the classroom at the end of the day. Upper Elementary students can be picked up from the playground. Children in the CHECK Program who are not staying for Afterschool must be picked up from the CHECK Program room on the first floor at 3:30pm. In the case of inclement weather, parents may pick up ALL students from their classrooms.

**Pick-up Time:** Pick up time for 3-year-old children is 11:30am unless your child is enrolled in the CHECK program. The all school pick up for students is at 3:30pm unless your child is in the Afterschool program. Students in K4-8<sup>th</sup> grade should be picked up no earlier than 15 minutes prior to dismissal, unless an excuse is provided to school staff at the time of pickup. Picking your child up early may impact their attendance record.

**If your student is missing school due to frequent early pick-ups, you may be contacted by the School Social Worker and a conference may be scheduled to discuss your child's attendance record and problem-solve.**

### **Late Pickups**

Please arrange to have your child picked up promptly at dismissal time. Your cooperation in this is vital because we do not have the staff available to supervise late pickups. **In the event you are late for pick-up, a late fee of \$10.00 will be assessed for the first 5-minutes with an additional \$1.00 per minute thereafter until the child is picked up.**

### **Current Information**

It is very important that we have your correct address and phone numbers so that we may contact you in case of illness or accident. Please advise the school's Main Office in writing as soon as possible if any changes occur in the following:

- 1) Phone numbers where you can be reached at home and at work.
- 2) Addresses at home or at work.
- 3) Name of authorized person with phone numbers and relationship, who may be contacted in case of your child's illness or injury, should you be unavailable.
- 4) Name of person(s) authorized to pick up your child and their phone numbers.

## **Visiting the School**

We welcome and encourage visits to the school from parents, outside teachers, prospective families, and the larger community. When you visit the school, please first sign in at the Main Office. For safety reasons, we ask that you wear a visitor's badge to indicate you are a visitor at the school. Every effort is made to not disrupt teachers while they are teaching and students while they are learning. Therefore, if you need to discuss issues with a teacher/staff, please, set up an appointment beforehand with your classroom teacher. If you are observing in a classroom, please, contact your classroom teachers for observation guidelines prior to the observation.

## **Special Needs**

In order to ensure the safety of all our children with special needs including allergies and other medical concerns, all classrooms are equipped with a binder containing pertinent information on how to best serve each child with a special need.

## **Parent Education**

Parents are the child's first and most important educators. HCS emphasizes the importance of the family in the child's development and seeks to create a partnership with parents. Parent Education programs will be scheduled throughout the year to share information about our school and the Montessori methods and materials. Your attendance is highly encouraged. Please watch your weekly *Notes Home* for specific offerings and check our website for additional resources.

## **Confidentiality**

HCS stresses the importance of protecting the rights and privacy of children, their families, and our teachers. No information about students will be given to any person unless a written request from a parent, a guardian, or an authorized agency has been received.

## **Student Records**

Legal parents and guardians have the right to inspect and review any and all records, files and data directly related to their children. Parents and guardians who desire to review these records are requested to call the Executive Director to schedule an appointment to do so.

## **Food Program and Nutrition**

### **Lunch Meal Program**

Nutrition is an everyday part of our program. All children must inform their teacher upon arrival in the morning if they are participating in the hot lunch program for that day. **If your child is going to be tardy, please call the school before 8:30am to order a meal.** If you do not notify the school before that time, you will be required to bring a cold lunch for your child. All meals provided by HCS follow USDA guidelines. Lunch is served in the classroom. Menus are provided to cover the four basic food groups and varieties of food are served to enhance and develop a wide sense of taste. Currently our hot lunch program is provided through a contract with Milwaukee Public Schools. A monthly menu is available in the school office and posted outside of the kitchen and the toddler program's classroom door.

We encourage parents who send lunch with their children to only have nutritional food items in their lunch each day. Please try to eliminate junk food from your child's diet. We ask that if you

are going to send a snack or treat to school with your child that it not be sweets, candy or junk food. Foods that are overly sweetened or salted might not be served.

### **Breakfast at Highland**

Our school participates in the MPS Universal Free Breakfast program. Breakfast from this program will be served in the gym free of charge to all children who want it from 8:00-8:15. We will not serve a full breakfast after this time, so please be sure your child has breakfast if they are going to be arriving after 8:15.

In addition to breakfast, a healthy morning snack is served to our students daily. This provides them with an opportunity to practice their food preparation and grace and courtesy skills. Parents are asked to provide fruits and vegetables for this snack on a rotating basis. Participation in the snack rotation is voluntary for parents. All HCS children receive a morning snack regardless of parent participation.

### **Allergies**

If your child is allergic to any food or requires a specially prepared diet, please let us know. This information is shared with your child's teachers and the lunch staff to ensure that your child does not have contact with any of those items and that they are eating only the things that their special diet allows. Allergies of individual children shall be posted in a prominent place in the food preparation areas and classroom.

Food will not be used as a punishment or reward. Please see the school's Wellness Policy for further information.

Toddlers are served well-balanced nutritious items for breakfast, as well as morning and afternoon snacks each day. Parents are encouraged to bring a healthy bag lunch for their toddlers. However, participation in the hot lunch program is available if needed. Because toddlers are not yet considered MPS students, only those receiving Wisconsin Shares funding are eligible to receive lunch at no charge.

### **Health Policy**

Children who are sick require the special attention that being at home provides. Children cannot be permitted at school with any of the following:

- Fever of 100 degrees Fahrenheit or higher
- Vomiting
- Diarrhea – within the previous 24-hour period
- Draining rash
- Eye discharge or pink eye
- Sore throat
- Communicable diseases, such as head lice, ringworm, etc., which require treatment (see Main Office for exact details and processes)

Children who are not well enough to go outside for playtime are not well enough to come to school. If illness occurs while your child is at school, the office staff will notify you. Your child will be sent to the administrative office and cared for by the administrative staff until he or she is picked up. You are responsible for arranging for or picking up your child from school as soon as possible. Children may return to school when:

- Symptoms are decreasing
- There is no discharge from rash
- They have a fever of less than 100 degrees (without medication) for 24 hours
- They have had no vomiting or diarrhea for 24 hours
- They can tolerate full activities, including recess

### **Administration of Medications at School**

Whenever possible the administration of prescription medication should be scheduled during non-school hours. However, when necessary, prescription medication will be administered to a student by HCS personnel if you have submitted a completed **Medication Permission and Instruction Form**. This form can be obtained from the Main Office. This form includes clear instructions from the doctor, including but not limited to: the type of medication to be given, the dosage required, the doctor's signature, and your written consent. This form is good from the date of the doctor's signature to the end of the current school year. Also note that:

- If changes are made, such as dose or time the dose is given, a new form must be completed and signed by the doctor.
- If prescribed medication is to be discontinued, the parent must bring in the medical order signed by the child's physician.
- You are responsible for ensuring that the medication is delivered to the school safely and that there is enough medication to follow the doctor's orders. Medications classified as "controlled substance" must be delivered by an adult.
- All prescription medication must be in an original pharmacy container identifying the pharmacy, date the prescription for the medication was filled, the child's name, medication name, dosage, time of day the medication is to be taken, and doctor's name. In addition, side effects as a result of the medication may be listed. **Medications in any other container will not be accepted.**

The school has the right to refuse prescribed medications for your child or to stop providing your child with prescription medications if you do not follow the regulations and policy of the school. Call the Executive Director if you have concerns.

Your child can be given a **non-prescription medication**, such as cough syrup or over-the-counter medication, **only if you have given written permission**. These medications must be given to the teacher and kept in the office in a designated safe storage place. Over-the-counter medications must be in the original container labeled with child's name and dosage.

If your child needs to carry an inhaler, a **Medication Permission and Instruction Form** must be provided to the school, and you must sign and submit a **Release Form for Inhaler Use** stating that the child knows how to use the inhaler. Children must show that they are properly trained and understand the importance of proper handling/use of the inhaler. Inhalers will be kept in the designated classroom first aid storage space at all times.



EpiPens are kept in the classroom with the teacher. PLEASE NOTE – If your child is also in paid programs, an EpiPen MUST be provided for that classroom as well.

### **Injury**

If your child is injured while attending HCS, first aid will be administered. An accident report will be completed by the staff member who was present at the time the incident occurred. You will be provided with a copy of this and one copy will be kept at the school. If treatment by a doctor is needed, we will make every effort to contact you and we will make sure your child receives the necessary emergency treatment until we can reach you.

### **Emergency Medical Treatment**

All staff members are trained bi-annually on CPR and first aid. In addition, a Heartstart Defibrillator is installed in the hall by the Main Office, and all staff members are trained on its use. When a child is in need of emergency treatment while at school or off site at a school sponsored event, every effort is made to contact the parents or the emergency contacts. If such cannot be reached, the paramedics will be called, and the child and a staff member will be transported to Sinai/Samaritan for medical help. In order to assure that we can contact you, please keep the offices up-to-date on any telephone number and emergency contact changes.

### **Building Safety Procedures**

A Fire Safety inspection is completed annually. HCS conducts fire drills on a monthly basis throughout the year and inspects fire extinguishers and emergency lights monthly. The school has a written Crisis Management Plan that is reviewed on an annual or as needed basis. It contains standard procedures for various emergency situations. All staff members are required to be familiar with these procedures. A copy of the Crisis Management Plan is available in the Main Office upon request.

A copy of the Wisconsin State Daycare licensing rules, our current license and notice of any violations are also available. They are located in the Main Office and in the entranceway of the Toddler program.

### **Annual Asbestos Notification**

In compliance with the Asbestos Hazard Emergency Response Act of 1986, the school must inform you of the results of our compliance with AHERA. In 2012, the required inspection for asbestos containing building materials was completed in our school building, and in 2017, the required three-year inspection was done. During the course of the initial inspections it was found that asbestos-containing materials and asbestos-containing building materials were used in the building. The specific type of material and the location are further identified in the Inspection Report. We continue to have professional inspections done every three years and perform six-month surveillance.

The initial findings and management plans, along with re-inspections, periodic surveillances, and response actions are available for inspection upon request in the Main Office. The school will continue to take whatever steps are necessary to remain in compliance with Federal state and

local laws and regulations there by providing a safe and healthy environment in which our community can learn work.

### **Weather Related School Closings**

Highland Community School will be closed whenever Milwaukee Public Schools are closed due to inclement weather. Watch or listen to local news channels for information; also, check HCS's website or the MPS website for immediate updates.

### **Inclement Weather Procedures**

The Program Director will check weather conditions to determine the appropriateness of early school entry or indoor recess. If the wind chill is below 20 °F, the temperature is above 90 °F, or there is excessive rain (very wet conditions), then the toddlers and K3 children will not be taken outdoors. Students K4-K5 will not go outside for recess if the wind chill is below 10 °F. Students in 1<sup>st</sup> – 8<sup>th</sup> grade will not go outside if the wind chill is below 0 °F or above 90 °F, or excessive wet conditions to remain indoors for recess.

If students must stay indoors for recess, they will be asked to play appropriate indoor games in their classrooms.

When there is inclement weather at pick up time, children will prepare to go home and remain indoors with their teacher and assistant until their parents picks them up from the classroom.

### **School Communication**

Every last day of each week, the school newsletter, *Notes Home*, will be e-mailed to parents who provide us with an e-mail address, and it is also posted on our website. The aim of *Notes Home* is to help parents stay connected to the happenings at the school and to keep them up-to-date on changing policies and special events. Please take time each week to read your *Notes Home* and note upcoming events on your calendar. See the Parent Involvement Coordinator if you would like a paper copy.

If you are looking for more information about parent involvement, please see the Parent Involvement Coordinator. That office is located in the Main Office on the first floor. There are also several bulletin boards in the hallway on the first floor with updated school information regarding events, volunteer opportunities, and additional Montessori educational materials.

HCS staff members also communicate via the school website, [www.highlandcommunityschool.org](http://www.highlandcommunityschool.org), the school's Facebook page, as well as several teacher websites (ask your child's teacher for more information).

### **Program Fees & Billing**

HCS offers monthly billing for all school year extended care programs. Semi-annual and annual billing options are also offered at discounted rates. Emergency care for Before and After Care will be billed daily. Late fees will be assessed to any child who is picked up after the scheduled program end time. Wisconsin Shares is accepted for qualifying families. Please contact the Bookkeeper for additional information on the Wisconsin Shares program. All program fees are

due before the service is provided. Please see a copy of your Tuition Contract and Payment Schedule for additional information.

### **Attendance & Billing in Procure**

HCS uses Procure for billing and attendance for children participating in programs (i.e. Toddlers, CHECK, Before & After care). All parents and authorized pick-ups must be registered in Procure in order to sign students in and out of programs and to see open balances on their account. For access to Procure all first-time users must register in the Main Office. Students who are not clocked out at the end of the day on the kiosk, will be assessed an after care and/or late pick up fee. Parents will receive a monthly statement via email and/or mail showing all charges incurred for the prior month.

### **Termination of Paid Program Services**

On rare occasions, we have found it necessary to ask parents to make other arrangements for childcare because we are unable to meet the needs of their children in the Toddler program or other program outside of the normal school day. Possible reasons for termination may be a child's unacceptable behavior that is harmful to other children, or the parent's failure to complete required forms or pay program fees on a timely basis. Any child for whom an outstanding balance exists from the prior school year shall not be permitted to enroll in any fee-based program for the current school year unless a payment arrangement has been set up with the HCS Office Assistant and such plan is being honored. Further, we request at least a two-week notice from parents if they will be cancelling a paid program service.

## **Commitment to Community**

### **Parent Involvement at Highland**

Our school's continued success depends to a large extent on our parents' contribution of their time and talents. Parent participation is taken as seriously as tuition payments at other schools, and each parent is required to sign and adhere to an individual Commitment to Community. This commitment sets forth the way's parents choose to fulfill their parent hours each school year. We believe that parent involvement strengthens the family; lowers the operational cost for the school; and establishes a strong parental role in governing policies and practices to reflect the goals and concerns of the families participating.

HCS welcomes parents with special skills and interests to share in the classroom. Parents and grandparents have visited the school to share cultural experiences, professional skills and information, objects of art, musical abilities, etc. We appreciate this participation not only for its educational value, but also for the joy it brings the children when they see their parents actively involved in their educational process. Please discuss and schedule these events with your child's teacher.

Several times a year, HCS asks parents to participate in fundraising activities. These have included sales of items such as coffee, the fall catalog fundraiser, and special events such as the Bike Walk Eat. There have also been bake sales and T-shirt sales. Please try to be as active as possible – your participation goes a long way in helping with school expenses. HCS has

developed a comprehensive Fundraising Policy. Please see the Director of Community Resources for more information regarding the established guidelines and policies.

HCS considers each student, parent, grandparent, and sibling as a part of the larger HCS family, and it is in this spirit that the school sponsors events to help create a sense of closeness among its members. Watch for announcements of potlucks, picnics, celebrations and festivals throughout the year. In addition, various opportunities for adult camaraderie are available. Our Parent Involvement Coordinator is always open to facilitating new opportunities. Come to her with your ideas.

The school also needs your participation in diverse areas of work throughout the year. Your help in these areas saves us many dollars and provides functions that would otherwise not be possible. Here are a few ways that you can help:

- Childcare during parent events
- Bulletin board creation
- Grounds maintenance
- Lost and found maintenance
- Craft projects / childcare during classroom potlucks
- Library maintenance
- Room parent
- Community outreach projects
- Material making
- Recycling
- Building maintenance
- Special events planning (Fun Day, graduation, fundraisers, etc.)
- Business matters (website maintenance, newsletter writing)

In addition to helping out in the above areas, there are several committees that meet regularly to organize projects and events in support of the school. These work groups are always open to new team members who are able to commit the time necessary to accomplish the groups' objectives. Our current parent committees are:

- Admissions Team (recruit and support new HCS families)
- Building & Grounds/Facilities (help plan/maintain the school buildings and parking lot)
- Natural Grounds Committee (help plan/maintain the playground areas and lawn)
- Fund Development Team (determine and organize fundraising projects and provide follow-up support, work on grant proposals)
- Parent Engagement Team (ongoing brainstorming and project development to enhance parent involvement and community outreach)
- Finance Committee

Parent work hours should be recorded as they are performed. Contact the Parent Involvement Coordinator to learn more and to make a commitment to these dynamic work groups.

## 2019-20 Parent Board of Directors

Highland Community School is an independent non-profit educational corporation chartered by Wisconsin State Board of Regents. All parents and legal guardians of current HCS students are members of the corporation. Representatives from the parent body are elected to serve on the HCS Board of Directors.

The Board of Directors is charged with the ultimate responsibility for financial, legal and strategic planning and policy issues. The Board ensures the school's core values and mission are followed and the integrity of the Montessori philosophy within the school is upheld.

The HCS Board holds regular monthly meetings throughout the school year. All regular meetings of the Board are open to members, with the exception of executive sessions for confidential matters. Parents are welcome to attend and participate. Approved minutes are sent home via *Notes Home* and are on file in the HCS office for access by any member of the school.

## 2019-2020 Parent Board of Directors

Leana Nakielski, President  
Sherita Greer, Vice-President  
Jennifer Raymond, Secretary  
Marilyn Wiseman, Treasurer  
Brian Litzsey  
Sharlen Moore

Rochelle Johnson-Bent  
Brooke Haley  
Kate McChrystal  
Jean Tipan Verella  
Amy Nelson Christensen  
Tracy Williams, Executive  
Director

## HCS Progressive Discipline Policy

HCS follows a progressive discipline policy that works with the parent(s), staff, and the community in solving discipline problems at the school. This discipline policy is set forward by the Parent Board of Directors and implemented by support staff, including but not limited to, classroom teacher(s), Child Study Team members, Executive Director and MPS. The levels are as follows:

**Level One:** At this level, the classroom teachers handle disciplinary issues with students. Level one includes appropriate handling of conflict/behavior issues as well as promotion of positive behaviors. Mechanisms in place include mediated conferences between students, redirection, peer mediation, reminders about agreed upon rules and the HCS Bill of Rights, use of praise for following directions and respectful interactions, and emotional coaching and modeling by adults of positive communication and behavior. Classroom teachers are encouraged to develop family partnerships that include soliciting of successful guidance techniques used by families and discussions of ongoing behavior concerns. At this level, the HCS Incident Report Form will be completed (if necessary), reviewed and filed.

**Level Two:** At this level, the classroom teacher is formally requesting support from the Family and the Child Study Team to assist with addressing a behavior/discipline issue. The Student Support Request Form will be completed by the classroom teacher and reviewed by the Child Study Team. For all level two disciplinary actions, the classroom teacher will consult with the Child Study Team to determine the needs that drive undesirable behavior(s), as well as choose target replacement behaviors. A member of the Child Study Team will discuss the incident with the child and may assign a designee to observe the student in the classroom (if necessary). The parent(s) will be contacted regarding the incident and any plans put in place will be shared. A one-day suspension may be put in place depending on the severity of the incident.

**Level Three:** At this level, the Child Study Team gives the parent written notice of a mandatory conference regarding a discipline issue. This step becomes necessary only when Level Two actions and strategies are no longer effective, or if the child's behavior is deemed so extreme or inappropriate that an immediate parent conference is necessary. The mandatory conference shall include the Child Study Team, the child's parent(s), and teacher(s) at a mutually agreed upon time. At the mandatory conference, the parent must be given access to any incident reports written about their child and may request a mentor parent or staff member to be present. During this meeting, the Child Study Team shall encourage that the child is paired with a mentor/staff member to "check-in" daily or weekly with the child to support a positive resolution of the problems (if it is not already in place). HCS recommends that a mentor be chosen who can consistently follow up with the child and family. During this conference, HCS suspension procedures will be shared and enforced.

**Level Four:** A student may reach Level Four of the Discipline Policy when Level Three actions and strategies are no longer effective, or if the child's behavior is deemed so extreme or inappropriate. At this level, the classroom teacher(s), Child Study Team, the parent(s) or legal guardians, and the Executive Director will review the implementation of the Child Study Action Plan including the outcomes, measures and the deadlines of the plan. Serious breaches of discipline will be referred to the Department of Student Services at MPS Central Services. The resulting disciplinary action may range from intervention to expulsion.

**Level Five:** This level of discipline is reserved for the most serious violations of school rules. At this level, the Executive Director **will refer discipline issue to MPS Department of Student Services** ~~requests the MPS Division of Student Services to step in and provide guidance with the situation. At this level there could be a recommendation/decision of an administrative transfer, or expulsion. During this time, the student would be suspended until a decision is made. This process would take no longer than 10 business days. The student/parent is given a written statement detailing the expulsion process and their rights.~~

## **HCS Shared Responsibilities**

**This is our Shared Responsibilities Contract for Children, Parents, and Staff at HCS.  
Please read with your child.**

***Mission Statement:** We are a community of diverse families and educators working together to offer quality Montessori education in a nurturing environment that enriches, empowers, and inspires children to reach their potential, and encourages parents to become responsible for and involved with their children's education.*

### **Children**

“All other factors sink into insignificance besides the importance of feeding the hungry intelligence, and opening vast fields of knowledge to eager exploration.” **Maria Montessori: To Educate Human Potential.**

#### HCS Student's Rights and Responsibilities

- To Respect and Honor everyone's Right to Physical and Emotional Safety.
- To Follow and Respond appropriately to HCS Staff Direction.
- To Work in Peace. CHILDREN AT HCS DO NOT HAVE THE CHOICE NOT TO WORK.
- To a Montessori Education with support for academic, social and emotional development

#### **If a Child does not honor the HCS Rights and Responsibilities the Child agrees:**

- To accept safe/supportive direction and/or consequence from HCS Staff.
- To communicate with HCS Staff to understand our Rights and Responsibilities.
- To cooperate with HCS Staff to determine how to improve choices in the future.
- To work with HCS Staff to reach out to anyone impacted by the choice.
- To share ideas for better choices and be willing to try them next time.

If a child refuses to cooperate with HCS Staff, Parent(s) will be contacted in order to form a plan that provides greater support for the child.

### **Parents/Guardians**

“We, as members of a school community, are connected deeply by the shared condition of being human and must value each other, not just for who we *are*, but for what we *bring* to our shared experience.” **Dr. Rob Smith**, HCS Parent

Parents/Guardians Agree to:

- Respect the HCS Rights and Responsibilities and support my child and HCS Staff by upholding them.
- Communicate concerns with HCS Staff and respond to HCS in a timely manner when contacted.
- Work as partners with HCS Staff to provide the best possible support(s) for child.
- Attempt to make time to talk and listen to my child about life, school, emotions, relationships and more.
- Schedule and attend parent/teacher conferences and, if necessary, additional conferences.
- Foster consistency in my child's life by providing routines for eating, sleeping, reading, and exercise. Research (see 1 & 2 below) has shown that consistency is beneficial to a child's emotional and psychological development.
- Consider limiting screen time to allow child to experience and learn from the world around us. Research (see 3, 4 & 5 below) has shown that limiting screen time is beneficial to a child's social and emotional development.

## **Research & Resources**

1. Reuters - Family Routines <https://www.reuters.com/article/us-kids-family-routine/kids-with-family-routines-more-emotionally-socially-advanced-idUSBREA2B1TM20140312>

2. CDC - Creating Structure & Rules <https://www.cdc.gov/parents/essentials/structure/index.html>

3. AAP - Recommendations for Children's Media Use <https://www.aap.org/en-us/about-the-aap/aap-press-room/pages/american-academy-of-pediatrics-announces-new-recommendations-for-childrens-media-use.aspx>

4. Journal of Children & Media - Screen Time & Vocabulary <https://www.tandfonline.com/doi/full/10.1080/17482798.2017.1365737>

5. Wiley Library - Technoference: Parent Distraction With Technology <https://onlinelibrary.wiley.com/doi/full/10.1111/cdev.12822>

## **HCS Staff**

“Any meaningful long-term goal we might have for students requires us to attend to the climate of the school and...the extent to which children feel related as opposed to isolated.” **Alfie Kohn**

HCS Staff Agree to:

- Protect Rights and Safety of all children by devoting time and effort to develop relationships.
- Provide an environment to support all children’s academic, emotional and social development.
- Inform Parents of any significant academic, behavioral, social or emotional concern.
- Make arrangements to be available for Parents in order to communicate and receive concerns.



- Address choices that take away Rights using best available support, including, but not limited to:
  1. Providing best practices to support each child's needs.
  2. If necessary, additional HCS Staff will provide best practices to support child's needs.
  3. If 1 or 2 don't provide necessary support for child, or if child presents physical or emotional risk to others, HCS staff will provide support in an environment outside of the classroom in order to address needs; HCS Staff will contact parent(s) in this case.

**Suspensions:** In case of extreme or repeated unsafe actions and/or non-compliance, a child may be suspended from HCS. In order to return to class after suspension, Parent or Legal Guardian & Staff must meet to form a support plan for the child according to HCS Discipline Policy. In case of multiple suspensions, MPS may intervene and may result in student reassignment. Please, reference the school's Discipline Policy for more information.

**Discharge Policy:** HCS Executive Director and MPS Division of Parent/Student Services may approve discharge, administrative transfer, or expulsion in case of extreme or repeat cases of unsafe actions and/or non-compliance. Parent has appeal rights to MPS Division of Parent/Student Services and Office of State Superintendent.

### **HCS Discharge Policy**

A child may be dropped from enrollment if in the process of a Level 5 discipline situation the Executive Director and the MPS Division of Parent /Student Services approve and agree upon a discharge, administrative transfer, or expulsion. HCS discipline procedures and documentation must be in evidence and HCS shall not discipline students protected under Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794(sec.504), the Individuals with Disabilities in Education Act, 20 U.S.C. 1400 et. seq.(IDEA), and the Americans with Disabilities Act, 42 U.S.C. 12101 et. seq.(ADA). If such action is not in compliance with these Acts, the discharge must be removed from the child's record.

In all situations regarding discharge, a parent of an HCS student has appeal rights to the MPS Division of Parent/Student Services, and the Office of the State Superintendent.

### **Toddler Discharge Policy**

1. Toddlers whose tuition payments have gone into arrears may be dropped from the program. The HCS Bookkeeper, will work with parents who need to make payment arrangements on past due amounts.

2. Other issues that may affect toddler enrollment are at the discretion of the Toddler Directress and are addressed in the toddler packet. Please see the Toddler Directress if you have any questions.

### **Parent/Student Rights Under this Policy**

Disciplinary actions that require the assistance of the ~~Community Support Specialist~~ Executive Director must be documented on an incident report. All incident reports shall be kept in the child's cumulative file and be available to the parent on written request or at the conference called as a result of the incident.

HCS parents have a right to appeal all suspensions. Notice of the appeal of the suspension must be in writing and received within five days of the beginning date of the suspension. The appeal must be made to the Executive Director. The suspension appeal shall be reviewed by the School Social Worker and Executive Director. If the appeal determines that the suspension is unfair or inappropriate, such action must be removed from the child's record.

Parents are encouraged to identify concerns and/or make a formal complaint, as they deem necessary about the implementation of this policy according to the procedures described in the HCS conflict resolution plan.

### **Code of Conduct Policy Statement**

In keeping with the HCS mission statement, a safe and nurturing environment will be provided to promote the personal, social and educational development of each child and adult. In the Montessori tradition, children are empowered to be responsible for their education and development. In the HCS tradition, emphasis is on teamwork: parents, staff and community work together to support the growth and development of children in a spirit of affirmation and cooperation. The adult modeling of respect for and celebration of differing viewpoints, cultures and personal styles is integral to the ability of our children to learn and show respect for each other.

To support these goals, the following guidelines for conflict resolution and behavior guidance have been adopted by the Board of Directors:

#### **Non-discrimination**

No person shall, on the basis of race, color, religious belief, national or ethnic origin, gender, sexual orientation, age, or disability, be excluded from participation, be denied the benefits of or subjected to discrimination under any HCS program or activity.

#### **Adult Modeling of Respect**

HCS is a nurturing zone. Physical punishment or threats of physical violence are inappropriate from any staff, parent, or child. At HCS we expect all adults to model appropriate behavior for our children.

HCS values diversity. Harassment, including sexual harassment, discrimination, bullying, or any other conduct that creates a hostile or offensive environment is not appropriate for our community.

All staff, parents, and community volunteers have an obligation to adhere to HCS standards while on HCS premises or at HCS events. Parents, staff and community volunteers are encouraged to make their complaints regarding these issues either in person or in writing to the Executive Director or President of the Board of Directors.

HCS believes young children require caring, responsible supervision. Staff, parents, or volunteers escorting children on and off HCS campus and on HCS field trips who are suspected of being under the influence of alcohol or another drug will not be permitted to escort children. Concerns about the supervision of students should be brought to the attention of HCS staff or their supervisors immediately.

### **Adult/Student Cell Phone Use**

If visiting parents need to use cell phones, please limit use to non-classroom environments or near groups of students that may be engaged in meaningful activity. All phones must be silenced within classrooms. Student use of cell phones during school hours is not allowed, unless given permission by the teacher. If students are caught with cell phones, they will be collected by teacher or school staff and held in a secure place until the end of the school day. Smartwatches are treated like a cell phone and are not to be used/activated during school hours.

### **Child Abuse/Neglect Reporting**

All HCS staff persons are mandated reporters of Child Abuse and Neglect per State of Wisconsin Statutes (HSS: 48.981). As such, they are required to report all suspected child abuse and neglect that they encounter in the course of their professional duties to the Department of Social Services.

### **Harassment**

HCS will not tolerate any form of harassment, discrimination, bullying, joking remarks or any other abusive conduct directed at students, employees or parents because of race, color, gender, religion, national origin, age, sexual orientation or disability. Any conduct which creates an intimidating, hostile, or offensive environment will not be tolerated.

### **Sexual Harassment**

HCS prohibits sexual harassment of any student, employee, or parent. Sexual harassment is defined as unwelcome or inappropriate sexual advance, request for sexual favors, and certain other verbal or physical conduct which is sexual or based on gender.

### **Substance Abuse**

HCS prohibits the use, purchase, transfer, possession or presence in one's system of any alcohol, or controlled substances while on school premises or engaged in HCS business such as off school premises field trips and outings or transporting HCS staff and students.

### **No Smoking**

HCS is a smoke free environment. There is no smoking in HCS buildings or anywhere on the grounds.

## **Weapons**

HCS prohibits the possession and the use or threat to use a gun or other weapon on HCS premises. A weapon other than a gun is defined as a knife, razor, karate stick, metal knuckle, or any other object that, by the way it is used or intended to be used, is capable of inflicting bodily harm.

## **Protection of Property**

HCS staff, parents, and children are expected to make reasonable efforts to safeguard HCS property and materials, and the materials of individual students. Vandalism, theft, and/or willful abuse of such property or materials are violations of this policy and may be subject to disciplinary action and/or criminal investigation. Property damage due to recklessness, poor decisions, or irresponsibility may require compensation (money or service work) to repair/replace the property. This will be dealt with on a case-by-case basis.

## **Procedures for Conflict Resolution and Formal Complaints**

1. HCS staff is committed to building partnerships with parents. When problems arise, we urge you to attempt to work with the parties involved to solve the problem. If you have a problem regarding your child, begin by discussing it with his or her teacher. Teachers are your first resource to answer your questions and resolve your difficulties.
2. If the teacher is unable to resolve the question, please address your concern to the Community Support Specialist.
3. If a resolution cannot be reached or you have a concern that you feel has not been appropriately addressed by the parties involved, you are invited to speak directly to the Executive Director. If you wish to make a formal complaint you must put the concern in writing and address it to the Executive Director or the President of the Board of Directors.
4. All formal complaints must be responded to in writing within seven days of receipt. If action is still pending the response letter must describe what additional follow-up will be forthcoming.
5. If the individual bringing the complaint is not satisfied with the response they have received or the indicated follow-up action, they must request in writing within 14 days that the full Board review their complaint.
6. The full Board shall review the complaint at the next available meeting or at a special meeting called for the purpose of reviewing the complaint. The original complainant must be invited to present their complaint in person to the Board at the meeting.
7. The decision of the full Board shall be final.

## **Solicitation Policy**

Solicitation not intended for the benefit of HCS is not permitted at HCS or at HCS-sponsored events without prior approval from HCS administration. HCS will not and cannot provide

information or resources for solicitation purposes and use of such information or resources for solicitation purposes is prohibited.

This does not prevent HCS staff from supporting HCS parents by purchasing materials, resources, or services that they sell, whether it is part of a business endeavor or personal effort.