



NORTH SHOREVIEW

MONTESSORI SCHOOL

Melinda Fore, Principal

PARENT/STUDENT HANDBOOK

2017-2018



August 2017

Dear Families:

Welcome to the new school year. We look forward to another successful year together at North Shoreview Montessori School.

The purpose of this handbook is to provide you with pertinent information regarding school and district policies, practices, procedures, and parent organizations. Please review it and refer to it throughout the school year when questions arise.

At NSM, we firmly believe that a close partnership between home and school is essential in order to provide the best possible education for our students. We value your input and encourage your active participation. We will seek to maintain close communication with you regarding your child's academic and social progress.

Please do not hesitate to contact us if you have questions or if we can assist you in any way. Our office hours are 8:00 a.m. to 4:00 p.m., Monday-Friday.

Sincerely,

A handwritten signature in black ink that reads "Melinda Fore". The signature is written in a cursive style.

Melinda Fore
Principal

Welcome to North Shoreview Montessori School

NORTH SHOREVIEW MONTESSORI SCHOOL

1301 Cypress Avenue
San Mateo, CA 94401
(650) 312-7588

<http://north-shoreview.smfcisd.net/>

Office Hours: 8:00 a.m. – 4:00 p.m., Monday through Friday

MISSION STATEMENT

All of our children will develop an ongoing enthusiasm for learning, respect living things, appreciate all cultures, develop self-discipline and independence, and become cooperative, articulate, lifelong problem solvers.

WHAT IS MONTESSORI?

The Montessori philosophy emphasizes that a child learns best within a social environment that supports each individual's unique development.

WHAT MAKES MONTESSORI EDUCATION UNIQUE?

- The whole child approach
- Learning at one's own pace and level through differentiated instruction
- Operates on principle of freedom within limits
- Hands-on sequential and self-correcting materials
- Learning through exploration and movement in a prepared environment
- Daily whole group, small group, and individual instruction
- Emphasis on active, self-directed learning rather than passive learning and on process rather than product
- Studying world cultures
- Integrated curriculum
- Montessori trained teachers serve as facilitators of learning
- Encouraging child's innate desire to learn

NORTH SHOREVIEW MONTESSORI SCHOOL 2017 – 2018 STAFF ROSTER

Staff email addresses use the following format: firstinitiallastname@smfcsd.net

Barnes, Valerie	Kindergarten	Room 7
Benson, Victoria	Library Media Assistant/Office Assistant	Library/Office
Bonnett, Andrea	7 th /8 th Grades	Room 18
Boyd, Isabel	Para Educator II – Exceptional	Room 8
Cerdena, Maria	Para I Lead Extended Day	Annex
Cerdena, Sabina	Para II Lead Teacher Extended Day	Annex
Cocoles, Carol	Administrative Assistant	Office
Costello, Jordan “Lani”	7 th /8 th Grades	Room 19
Curry, Elizabeth	3 rd /4 th Grades	Room 14
Falla, Mario	Night Custodian	
Fore, Melinda	Principal	Office
Freshour, Cindy	Para Educator II – Physical Education	
Garcia, Noreen	Food Service	Kitchen
Gearries, Allison	Resource Specialist	Room 8
Gondai, Deanna	Reading Specialist	Room 11
Greene, Kelly	4 th /5 th Grades	Room 9
Helton, Danielle	4 th Grade	Room 12
Humphrey, Jason	2 nd /3 rd Grades	Room 10
Ingle, Gary	4th Grade (Long Term Substitute for D. Helton)	Room 12
Ito, Kasumi	Para Educator	
Juaner, Genesis	District Nurse	
Kley, Kelly	3 rd /4 th Grades	Room 14
Lal, Rohini	Para Educator	
Ma, Erica	1 st /2 nd Grades	Room 6
Martin, Melissa	1 st /2 nd Grades, Lead Teacher	Room 4
Mead, Hiromi	Pre-school	Room 20
Miller, Kristin	Kindergarten	Room 7
Miller, Rhonamarie	Para Educator	
Morrison, Dirk	Physical Education	
Namuduri, Purnima	Para Educator I Extended Day	Annex
Neilson, Margo	Kindergarten/1 st Grade	Room 2
Pineda, Lisa	District Nurse	
Ploe, Sally	5 th /6 th Grades	Room 15
Randall, Jake	School Psychologist	Psychologist Office
Savory, Jody	Speech	Psychologist Office
Shilt, David	5 th /6 th Grades	Room 13
Spaizman, Melissa	Para Educator II – Computer Lab	Computer Lab
Srinivasan, Gaya	Pre-school	Room 20
Taylor, Tami	2 nd /3 rd Grades	Room 3
Tonini, Chasi	Para Educator	
Vega, Gilberto	School Operations Team Leader	
Yui Chiu, Herrick	Para Educator I Extended Day	Annex

NORTH SHOREVIEW MONTESSORI SCHOOL BELL SCHEDULE

Regular Schedule

Monday, Tuesday, Thursday, Friday

GRADE	START	RECESS	LUNCH	DISMISSAL
Kindergarten	8:15	10:10 – 10:30	N/A	12:30
Lower Elementary 1st – 3rd	8:15	10:45 – 11:05	12:10 – 1:10	2:35
Upper Elementary 4th – 6th	8:15	10:45 – 11:05	12:10 – 1:10	3:01
Adolescent Program 7 th – 8 th	8:15	10:10 – 10:30	12:10 – 1:10	3:01

Minimum Day Schedule

All Wednesdays, Parent Conferences, Last Day of School

GRADE	START	RECESS	DISMISSAL
Kindergarten	8:15	10:10 – 10:30	12:30
Lower Elementary 1st – 3rd	8:15	10:45 – 11:05	12:20
Upper Elementary 4th – 6th	8:15	10:45 – 11:05	12:20
Adolescent Program 7 th – 8 th	8:15	10:10 – 10:30	12:20

- *Supervision is not provided prior to 8:00 a.m. Students must not arrive on school premises prior to that time*
- *Gates are locked at 8:30 a.m., and remain locked until just prior to dismissal*
- *Students are to leave school promptly after their dismissal time as there is no supervision after school*
- *Minimum days include all Wednesdays, Parent/Teacher Conferences (September 28 – October 5), and the last day of school (June 21)*

SCHOOL INFORMATION A - Z

ARRIVAL AND DISMISSAL

Arrival

Children should not arrive at school before 8:00 a.m. There is no supervision before 8:00 a.m. Children should hang up their backpacks upon arrival and report to the playground (or to the gym on rainy days). Siblings who are not enrolled in the school should not play on the playground.

Dismissal

All children are to leave campus immediately upon dismissal. School personnel are not available to supervise. The playground is closed after school. If you must wait for an older child, please watch your younger children carefully. Children should not be running through the bushes, climbing on the railings or fences, tearing off leaves and sticks, climbing trees, playing ball, and/or running close to the office door or in and through groups of people. This is unsafe and disruptive to the classes still in session.

Students must be picked up on time as there is no after school supervision. Police may be called to pick up students who are consistently left at school late.

ATTENDANCE

Being present at school has a huge impact on a student's academic success starting in kindergarten and continuing through high school. Even as children grow older and become more independent, families play a key role in making sure students get to school safely every day and understand why attendance is so important for success in school and in life.

Late Arrivals/Tardies

Students arriving after 8:15 a.m. must check in at the office before going to their classroom in order to obtain a permit to class and to ensure accurate accounting.

Unexcused Absences

Step One

At the 3rd unexcused absence, the first Notification of Truancy letter will be sent. A student who is absent for more than a 30 minute period without a valid excuse on three occasions shall be classified as Truant.

Step Two

At the sixth unexcused absence, the second Notification of Truancy letter will be sent. At this step, a conference will be held with the principal or designee to discuss attendance strategies.

Step Three

At the ninth unexcused absence, a child is considered a Habitual Truant by the state of California, and continued unexcused absences will result in a Student Attendance Review Board (SARB) meeting.

Excessive Excused Absences

Step One

At the third consecutive excused absence, families will be required to provide medical documentation of illness. After the seventh excused absence, families will receive the first Excessive Excused Absence Notification letter.

Step Two

At the tenth excused absence, families will receive a second letter. A parent meeting will be held with the principal and/or nurse to discuss attendance strategies. Authorization for release of medical records will be requested. Continued excused absences without medical documentation will be marked unexcused.

Step Three

At the 18th absence, a child is considered a Chronic Absentee by the state of California, and continued absences – including excused absences – will result in a Student Attendance Review Board (SARB) meeting.

BACKPACKS

Small backpacks without wheels are acceptable. Your student's backpack should not be heavy. Please keep toys at home and help your child learn to keep the contents of the backpack manageable.

BEHAVIOR EXPECTATIONS

School Rules

- Be respectful of others and their property
- Be in the right place at the right time
- Show self-control
- Students in corridors during recess or lunch time should have a pass from the teacher
- Keep hands, feet, and other objects to yourself
- Gum chewing is not allowed
- Karate and play fighting is not allowed
- Students may not rollerblade, ride skateboards, scooters, or bikes on campus

Lunch Rules

- Stay seated while eating
- Eat only your food
- Clean up after yourself
- Place garbage and recyclables in appropriate bins
- Put lunch boxes in appropriate place
- Pick up lunch boxes after recess
- Be inclusive – invite others to join you
- Use table manners, including soft voices
- Raise your hand to be dismissed

Classroom Rules

Every classroom teacher has developed a set of classroom rules for his/her classroom. These rules are posted and reviewed periodically with students.

Possible Consequences

Consequences will vary depending on the offense. Consequences may include the following:

- Warning
- Campus clean up
- Phone call home
- Conference with parent/guardian
- Time out
- In-school suspension
- Out-of-school suspension
- Payment for loss or damage
- Police report

BICYCLES AND BICYCLE SAFETY

All students riding bicycles to and from school must abide by the following rules:

- Know and follow basic bicycle safety rules
- Wear bicycle helmet as required by state law
- License bicycle
- Lock bicycle in the bike rack while at school

- Walk bicycle on and off the school campus

Please Note:

- All other rolling equipment such as skateboards, scooters, or roller blades may not be used on campus. Students must walk and carry their equipment on and off campus.
- The school is not responsible for theft or vandalism.
- Students may not operate motorized scooters on or around the school campus during or after school. The law prohibits children under age 16 from operating motorized scooters.

BIRTHDAYS

Birthday parties are not allowed at school. Classroom teachers may choose to recognize student birthdays. Invitations for birthday parties should not be distributed at school.

CELL PHONES

Cell phones may not be used during school hours. They should be turned off and remain in the student's backpack the entire time on campus. If a student needs to call a parent during school hours, he/she may use a school phone. The school is not responsible for lost or stolen cell phones.

CHILDREN'S ANNEX

The Children's Annex offers a licensed day care program on campus for kindergarten through fifth grade students. Before school care is open from 7:00 a.m. until the start of the school day. After school care is provided from the end of the school day until 6:00 p.m.

The Annex also offers weekly themed camps for elementary students during school breaks in the fall, spring, and summer. All camps offer field trips, presentations, and theme based projects.

For more information, call the Annex office at (650) 312-7706 or look online at http://www.smfcgsd.net/child_annex.

CLASS PLACEMENTS

Grouping students into new classes takes a great deal of thought and time. The goal is for each new class to reflect the diversity of our student population and the wide range of students' needs in each grade level. Teacher requests are not accepted. Class placements will stand unless there is a compelling reason for a change. These changes are rare and will not be considered until after the first week of school.

COURT ORDERS

Please inform the principal or office staff if any custody procedures should be followed. It is important to make court orders available to school personnel in order that correct procedures will be carried out. If we do not have the proper paperwork on file, we are obligated to release students to biological parents, even if she/he is not listed on the emergency card.

CLASSROOM VISITS

Parents are welcome to visit their child's class to observe the educational program in action. Please discuss these visits and make arrangements with your child's teacher in advance. Please sign in at the office and obtain a visitor's badge before visiting a classroom.

EARLY RELEASE

Children who must leave prior to the regular dismissal time will be released only through the office. Parents must come to the school office to sign out the student. Teachers will not release a child to any adult during the school day except through the office. This procedure is for the child's safety.

EMERGENCY CARDS

It is essential that information on emergency cards be kept current. Please notify the office staff if there is any change in status during the year, including phone numbers, names of people to whom we may release your child, parent employment, addresses, and/or any other information. Listing additional names of people to be contacted in emergencies is helpful. Students will only be released to persons listed on the emergency card.

EMERGENCY/DISASTER PROCEDURES

In the event of an emergency or disaster, the school campus will be secured so that all students can be accounted for. Please do not come to the school to pick up your child unless instructed to do so by authorized school or district personnel. If it is necessary to release students, students will be released only to a parent/guardian or other persons listed on the emergency card. Students will only be released through the student release gate located on Cypress Avenue which is near Room 1 (the Art Room). Please note that if the disaster is catastrophic in nature, communication from the school or district may be limited. In such cases, use your best judgement as to whether or not you should come to the school to pick up your child.

If evacuation of the campus is necessary, all students and staff will assemble at the Mid-Peninsula Boys and Girls Club located at 200 North Quebec Street, San Mateo.

Please do not call the school after a disaster to check on your child. We understand your concern but school telephone lines must be kept clear.

School and/or district personnel will provide information through our district messaging system, radio, press, and/or television, in addition to taking any other steps deemed necessary to keep parents informed throughout an emergency situation. The school or district may also call parents directly with specific directions.

FOOD ALLERGIES

As we face a growing number of children dealing with food allergies and, specifically, potentially life-threatening peanut and tree nut allergies, NSM continues to be a peanut and tree nut free school. Tree nuts include Brazil nuts, almonds, cashews, pistachios, walnuts, pecans, and hazelnuts. Please do not send nuts or nut products in your child's snack or lunch.

FOOD SERVICES

Brunch and hot lunches, including milk, are available daily. Pricing, application for free or reduced price meals, and other information regarding the food services programs can be found on the district website at <http://www.smfcsd.net/en/nutrition-and-school-meals/breakfast-and-lunch-info.html>. Monthly menus can also be found on the district website at <http://www.smfcsd.net/en/nutrition-and-school-meals/menus.html>.

FORGOTTEN ITEMS

Before leaving home each school day, please check that your child has all items needed for the day such as lunches, snacks, library books, lunch money, permission slips, musical instruments, notes about pickup, homework, etc. After the gates are closed at 8:30 a.m., we will not accept forgotten items. Children need to learn responsibility and should be allowed to experience the natural consequences for not accepting their role. Should a student forget his/her lunch or lunch money, we will ensure that he/she has a lunch that day. Your cooperation will greatly minimize office interruptions and provide a safe environment for all our children.

FRIDAY MORNING GATHERING

Friday Morning Gatherings are primarily for the students. While we would like to be able to accommodate all parents who wish to attend, fire regulations limit the number of people allowed in the gym at one time. We will set up the number of chairs which are allowed and will give parents of the students performing priority for seating. Doorways and walkways should stay clear in case the need to evacuate quickly should arise. Please help us keep our students safe.

HOMEWORK

Homework may be required at the discretion of the teacher. In general, you may expect:

Kindergarten	5 – 10 minutes
Grades 1 and 2	10 – 15 minutes
Grades 3 and 4	20 – 30 minutes
Grades 5 and 6	40 – 60 minutes
Grades 7 and 8	90 minutes

In addition, all students are expected to read and/or be read to daily at home. A younger child should have at least three books read to them daily.

ILLNESS AT SCHOOL

A school representative will notify you should your child become ill at school. No child will be sent home unless contact with a parent or guardian is made. A child will only be released to those persons listed on the emergency card.

INDEPENDENT STUDY

Short-term independent study programs may extend for not less than five and not more than 10 consecutive school days once during the school year in first through eighth grades in order to:

- conduct in depth research or field work in a specific area of interest;
- carry out special study in connection with educational travel;
- complete and submit for evaluation essential schoolwork during unavoidable absence from the classroom.

Short-term independent study programs will be approved no more than three times for a given student in grades first through eighth. Students who are performing below grade level standard are not eligible for an independent study contract. Special education students are eligible for an independent study contract if specified by their Individual Education Plan (IEP).

Independent study may be initiated by parents or by the school. Parents who request this option should contact the school at least two weeks in advance, except in cases of emergency. Independent Study requests are subject to approval by the classroom teacher, principal and Assistant Superintendent, Education Services, and may be denied based on the student's academic needs.

LOST AND FOUND

A lost and found bin is maintained inside the gym. Please check the bin for any missing items during the school year. Personal belongings should be labeled with the student's name.

LUNCH

Students bringing foods requiring utensils must bring their own utensils from home. We will not provide hot water for Ramen noodles, soups, etc. Do not send lunches that require heating. We are a tree nut and peanut free campus. Please do not send nuts or nut products in your child's snack or lunch.

MEDICATION AT SCHOOL

In order for the school to dispense any medication, including over-the-counter medications, the appropriate forms (available in the school office) must be completed by the medical provider and the parent. The forms must be on file in the school office. All medication must be in the original container and labeled with the student's name.

MESSAGES TO STUDENTS DURING SCHOOL HOURS

Personal messages to be delivered to students during the school day must be kept to a minimum. Each message becomes a classroom disruption and an interruption to the instructional program.

PARENT/TEACHER CONFERENCES

Parent/teacher conferences are scheduled in the fall. It is imperative that parents attend these conferences. Additional parent/teacher conferences will be arranged as needed upon the request of either the parent or teacher. It is our philosophy that your child's education is best served when clear expectations and mutual support exist between home and school.

PARENT INVOLVEMENT

Parent Teacher Association (PTA)

The PTA is an organization of parents, teachers, and community members of North Shoreview Montessori School with the goal of enriching the education of every student. This goal is achieved by providing volunteer services, organizing special events and fund raisers, and communicating interests and concerns of the parents, teachers, students, and the community.

School Site Council (SSC)

SSC develops, updates, and oversees the Single Plan for Student Achievement. This council is comprised of equal numbers of parents and staff members. Members are selected to serve by their respective group. Meetings are open to the public.

English Language Advisory Committee (ELAC)

ELAC focuses on matters related to the specific needs of English language learners. All parents/guardians of English language learners are welcomed and encouraged to participate. Meetings are open to the public.

Parent Volunteers

North Shoreview Montessori School strongly encourages parental involvement in our school, and asks each family to commit to 30 hours of volunteer time each school year. There are many opportunities to volunteer within and outside of the school day. For more information about volunteering, please check with your child's teacher or the school office. Your help is greatly appreciated.

Field Trips

Parents may volunteer to chaperone on field trips. Chaperones must be fingerprinted. Please see the school administrative assistant for information about fingerprinting. Siblings may not attend field trips.

PERSONAL ITEMS/ITEMS NOT ALLOWED AT SCHOOL

Students are responsible for any personal items brought to school. The school cannot be responsible for the loss of personal items. Please put your child's name on his/her jacket, backpack, lunch box, and any other personal property brought to school. A lost and found bin is kept in the gym for items left on campus. Please check it for any missing items during the school year.

To ensure a safe and successful learning environment, some personal items are not allowed at school without prior teacher approval. These items include, but are not limited to the following:

- Personal toys (including fidget spinners)
- Electronic devices (other than cell phones which must be turned off and in the backpack the entire time the student is on school grounds)
- Playing and trading cards
- Balloons
- Noise makers
- Gum, candy, sunflower/pumpkin seeds
- Stuffed animals
- Valuables
- Money*

Any items that are deemed unsafe will be held in the office pending parent/guardian notification. These items include firecrackers, knives, lighters, matches, or any other item used in an unsafe manner.

Please monitor your child's backpack to make sure it contains only items allowed at school.

*Students are not to bring money to school unless bringing in money for fundraisers, field trips, or other school related activities or events. In such cases, money should be placed in a sealed envelope clearly marked with the student's first and last name and the teacher's last name.

PETS ON CAMPUS

For health and safety reasons, pets are not allowed on campus unless prior arrangements have been made with the teacher and principal.

PHOTOS/VIDEOS

If you take pictures or videos of the children during school events, you cannot post them on social media or in any other public places. This requirement is for student safety purposes.

PRINCIPAL

The principal welcomes all parents who wish to meet with her. To be assured of an appointment, please call the office to arrange a time to meet. "Drop-in" conferences certainly do occur, but there is no guarantee that the principal will be available. In the event of a problem, please contact your child's teacher first. The principal will enter the problem-solving process if the parent and teacher are unable to develop a mutually agreeable solution.

REPORT CARDS

Report cards are sent home three times each year approximately one week after the end of the trimester (for trimesters one and two) and on the last day of school (for trimester three).

REPORTING AN ABSENCE

Please report your child's absence to the attendance line at (650) 312-7587 extension 3 or complete the online absence form at nsmontessori.org/wp/attendance by 9:30 a.m. Please provide your student's first and last name, parent's first and last name, teacher, reason for the absence, and a phone number where you may be reached. In the interest of safety, if the school does not hear from you, we will call you or others listed on the emergency card to verify the absence. A child may not verify an absence.

SNACKS

Students may bring one nutritious snack to eat during morning recess. Gum, candy, chips and sodas will not be permitted. These foods do not provide proper brain fuel and thus, hinder your child's performance in school. Please do not send nuts or nut products in your child's snack or lunch as we are a nut free school.

STANDARDS FOR DRESS

All Students

Appropriate dress and grooming contributes to a productive learning environment. All students should be neat, clean, and presentable for attendance at school. Clothing must not present a health or safety hazard or a distraction which would interfere with the educational process.

Kindergarten – Fifth Grades

While students in grades kindergarten through fifth are not required to wear uniforms, they may choose to wear school logo or uniform clothing. Students should wear shoes suitable for physical education class and recess. Hats and beanies are acceptable for outdoor use only. In order to maintain a safe and positive learning environment, the following clothing and accessory items may not be worn to school:

- Open-toed shoes, sandals, flip-flops, high heels, or shoes with rollers

- Halter tops, spaghetti straps, low cut or bare midriff tops
- Low-rise pants that allow abdomen to be exposed
- Leggings without a long top or skirt
- Sagging pants which allow underwear to show
- Short Shorts
- Clothing similar to gang attire
- Clothing depicting any drug, alcohol, music bands, violence, or any inappropriate slogan, sign, etc.
- Earrings other than stud earrings
- Necklaces unless worn under the shirt (not visible)
- Make-up

Sixth Grade – Eighth Grade

Sixth, seventh, and eighth grade students are required to wear uniforms. Uniform requirements are as follows:

Tops

- Hunter green, white, or gray polo shirt
- School logo crew neck t-shirt
- Hunter green, white, or gray sweater or sweatshirt (plain or with school logo)
- Hooded sweatshirts and sweaters are not allowed
- Rain jackets, sweaters, and winter coats with hoods for outside use are acceptable

Bottoms

- Black bottoms with no embellishments or logos: pants, long shorts (no more than four inches above the knee), knee length skirt (non-athletic)
- Short shorts, skinny pants/jeans, leggings, jeggings, tight fitted pants, sagging pants, and yoga pants are not allowed

Shoes

- Athletic shoes

Headwear

- Hats and beanies without logos are acceptable for outdoor use only

Jewelry

- Stud earrings are allowed
- Necklaces worn under the shirt (not visible) are permissible
- All other jewelry is not allowed

STUDENT WELLNESS

SAN MATEO – FOSTER CITY SCHOOL DISTRICT BOARD WELLNESS POLICY 5030*

- The Governing Board recognizes the link between student health and learning and desires to provide a comprehensive program promoting healthy eating and physical activity for district students.
- Parents/Guardians are encouraged to support the district's nutrition education efforts by considering nutritional quality when selecting any snacks which they may donate for occasional class parties.
- All food items brought on campus...for celebrations should be store bought, pre-packaged, and pre-wrapped items with a label listing ingredients so students with food allergies are protected from accidental exposure.
- No home-cooked meals should be served to students in order to minimize the risk of food borne illness.

*Please note that this policy is currently under revision. We will inform you of changes that significantly impact our school.

TELEPHONE USAGE

We will allow students to use the school telephone if necessary. However, the school telephone should not be used to schedule after school play dates as these arrangements should be scheduled outside of school.

VANDALISM

Students and their parents are responsible for any damage caused to equipment or school property. This responsibility applies in the matter of books and supplies of all kinds, as well as equipment, buildings, and grounds.

VISITORS & VOLUNTEERS

All adults who enter the school premises for any reason are required to sign in at the office and receive a visitor badge immediately upon arrival.