



SEA PINES MONTESSORI ACADEMY

PARENT/FAMILY HANDBOOK

MISSION STATEMENT *Our mission is to provide each child with the best foundation for character development and academic discovery while promoting leadership and confidence.*

Sea Pines Montessori Academy (SPMA) has served the Hilton Head Island community since 1968. The school maintains the highest standards of academic excellence and dedication to the individual needs of children. The principles of Dr. Maria Montessori provide the framework for program development in all areas. The school holds the total development of the child as our foremost consideration. The school is accredited by Southern Association of Independent School and Southern Association of Colleges and Schools and is approved by the South Carolina State Department of Education. SPMA is also a full member of the American Montessori Society. The school accepts students twelve months of age through 8th grade.

SCHOOL HOURS: Preprimary: 8:15 A.M. – 12:55 P.M. (T-TH or M-F), Preprimary full day continues until 2:55 P.M. (M-F) Primary: 8:15 A.M. - 1:00 P.M., Primary full day continues until 2:55 P.M. (M-F), Primary Crew continues until 5:30 P.M. (M-F), Lower & Upper Elementary: 8:00 A.M. – 2:55 P.M., Elementary Crew continues until 5:30 P.M. (M-F), Middle School: 8:00 A.M. – 2:55 P.M. It is possible for arrival and dismissal times to change by ~20/30 minute intervals during emergencies, varying school operating conditions, and/or inclement weather.

Exceptions to these hours are orientation and conference days (see school calendar and orientation schedule). We urge you to adhere to the school calendar (found online) and the Attendance and Tardy

Policy to eliminate further disruption to your child's routine and the classroom's schedule.

SAFETY RULES FOR ARRIVAL AND DISMISSAL:

Students should be let out of cars at the unloading area where they will be released to school personnel. No student, regardless of age, may leave their cars and walk through the carpool traffic in the driveway unattended. School personnel will load and unload Preprimary and Primary level students. All other students must be walked up to a designated waiting area to wait for a temperature screening. Please refrain from using our neighbor's (HHP) driveway to turn around. Park only in parking areas during arrival and dismissal times. No cars should ever go around the carpool lane on the opposite side of the road. Not only is this illegal, but it is extremely dangerous. You face other cars, head-on, and create multiple blind spots should students be crossing. Please refrain from lining up cars in front of our neighbor's (HHP) entrance. One, it isn't SPMA property. Second, it blocks the SPMA fire hydrant in case of an emergency. Thank you for helping to make carpool a safe and pleasant experience for the drivers and students. Violations to all safety rules may be reported to Sea Pines Security and Beaufort County Police Department.

ARRIVAL:

All upper school students and their siblings can enter school at 8:00 A.M. We encourage lower school students to arrive between 8:15 and 8:30 A.M. but no later. Carpool will be for Pre-Primary and Primary students, ONLY. If you have an older child in Upper School, grades 1-8, please drop off your Lower School student through carpool first. Then pull around, park in the designated areas and walk the older child up to the walkway to go through the screening process. School personnel and volunteers will be available to assist students from their cars. This includes temperature screening and sanitizing of hands. Upper school walking up with a parent must wait in a designated "Wait Here" area and practice social distancing. A member of staff will assist in the screening and sanitizing of hands. Bikes may be stored in bike racks provided. The school is not responsible for theft or damage of the bikes.

DISMISSAL – CARPOOL INSTRUCTIONS:

Only the parent or authorized carpool driver may pick up a child unless a note is sent with the child in the morning. Adults who are picking up for the first time must be named on the authorization form and/or note and must bring a picture ID with them. Students will not be released until the ID has been checked against the list. Please pick up your students promptly. Dismissal starts at 12:45 P.M. for Preprimary and Primary. Dismissal for all full day programs starts at 2:55 P.M. If using carpool, do not exit your vehicle unless a staff member has requested assistance. This is for your safety and ours. If you are parking and walking up, please be mindful of cars and students. Walk up the sidewalk and refrain from using the stairs or lingering by the benches. It makes it more difficult for us to safely move the students to their cars. Be sure to maintain control of children when walking back to your car as there are many vehicles moving in all directions. If you know your child has a difficult time waiting on the bench, please try to be at the beginning of carpool line. Please note that for the 2020-2021 school year, dismissal procedures will vary by age level. These procedures will be sent in a separate message from the administration, classroom teachers, and regular reminder blasts.

PICKING UP STUDENTS OTHER THAN REGULAR DISMISSAL TIMES:

We urge you to be aware that the three-hour work cycle is very important in the Montessori classroom. It is disruptive if your child leaves early. Do your best to keep this at a minimum. Of course we realize there are doctor appointments, rare tardies, etc. We ask that you send a note to the teacher in the morning if your child has to leave early. The teacher can better plan lessons for your child and special celebrations that happen in the classroom if they know ahead of time your child will not be present.

TRACKING OF STUDENTS:

It is important to maintain visual lines of sight and communication with the students at all times. Prior to leaving the classroom, each teacher must take roll and do a head-count against their check-in/check-out sheet. Throughout the activity, either in the classroom during work, on the playground, or while on a fieldtrip, the teacher must continuously scan and count the students. Upon lining up or transitioning, the teacher should again take roll and check the students

against her list. Any dismissal must follow dismissal guidelines policy and that student should be marked as “dismissed” on the check-in/check-out sheet. In the unlikely event that a child appears to be missing during the school day, each teacher will gather the children together and take attendance (not just a head count). An assistant will check the playground, while another assistant checks the school. The office staff will check the grounds. If the child has not been found, the office staff will call the police and then notify the missing child’s parents.

ATTENDANCE:

We recognize that part of the beauty of SPMA is its location on a twelve-mile island; hence many of us operate on “Island Time”. However, tardiness can be a serious detriment to each child’s and each classroom’s success. When a child is tardy, it prevents him/her from receiving the benefit of the most important part of a school day when the students are warmly greeted by their teachers and the day’s work is scheduled and discussed. Tardiness is a serious distraction for the teacher and students who are punctual, because it detracts from the concentration of the student’s work cycle. Although excessive tardiness is when a child is late in excess of 30 minutes, the habitual tardiness of 5 to 10 minutes is equally detrimental. When a child is recorded tardy five times, it will count as one absence. Please assist your child in learning the valuable lesson of personal responsibility by setting the example for punctuality. It is a most valuable life skill. A student’s success at school is dependent upon regular and consistent attendance. At SPMA, we embrace the concept of educating the whole child and in particular, the idea that special times away with parents provide a unique time of bonding and learning that is essential to a child’s development and well-being. SPMA acknowledges the need for family time and for times of rest and rejuvenation. The administrative team has taken this into account in planning the school calendar and has included well-considered break times throughout the year. Please refer to the school calendar as a planning guide so that your child is able to be in school each day and receive the maximum benefits of regular participation in his/her Montessori classroom.

To be counted as present, a student must be in attendance at least one-half of the student school day. SPMA requests that families call

the office in the morning that their child is to be absent for notification. If the absence is an excused absence, the family should complete an Absence Excuse Form and return it to the office within two days of the student's return to school. If the absence meets the criteria for the SPMA Independent Study, you may submit a Request for Educational Opportunity to the Head of School thirty (30) days prior to the travel. All requests will be evaluated and/or approved on a case-by-case basis. These forms are available in the front office.

South Carolina law requires that all absences be coded lawful or unlawful. According to S.C. Code Ann. Sections 59-5-65 and 59-65-90 statutory requirements, only the following reasons may be coded as lawful:

- 1. absences caused by a student's own illness and whose attendance in school would endanger his or her health or the health of others (school exclusion list available from SC DHEC www.scdhec.gov),*
- 2. absences due to an illness or death in the student's immediate family,*
- 3. absences due to a recognized religious holiday of the student's faith, and*
- 4. absences due to activities that are approved in advance by the principal (Head of School).*

Unlawful absences include, but are not limited to:

- 1. absences of a student without the knowledge of his or her parents, or*
- 2. absences of a student without acceptable cause with the knowledge of his or her parents.*

The SPMA Attendance Policy establishes the basic structure for allowing and excusing student absences. SPMA firmly believes that attendance is a key factor in student achievement. Any absence represents an educational loss to the student and a financial expenditure to the families. School Administration expects each student to attend everyday, for the entire school day, except in cases

of illness or other reasons specifically stated in this policy or our Independent Study policy. **A student who fails to attend school when he/she is physically and circumstantially able to do so and has accrued three consecutive unlawful absences or a total of five unlawful absences is truant. Such a student is in violation of the South Carolina Compulsory Attendance Law, which requires school attendance for children who are five years of age by September 1st until they become 17 years of age.** Once a child is determined truant, School Administration must, by law, "intervene" to identify the reasons for the child's continued absence and to develop a plan in conjunction with the parent/guardian and student (when appropriate) to improve future attendance. By law, and accreditation standards, a private school must offer a minimum of 175 days of instruction or the equivalent in hours. SPMA offers 180 days.

Please note, the staff members of Sea Pines Montessori Academy take our responsibility to educate our SPMA students very seriously. All elementary and middle school students are expected to stay on target and complete any work missed due to absences. SPMA and its teachers cannot be held accountable for the quality of the students' educational achievements, conceptual gaps or social impact from exclusion in a group project or from letting down group members for projects in progress. As a private school, SPMA gets to set our own policies in regards to how many reasonable days a student may miss without being subject to grade-level retention; effectively delaying the student a traditional grade. Head of School will have final say on the decision.

FREE AND FULL ACCESS: Sea Pines Montessori Academy, in accordance with South Carolina Department of Social Services Regulations for Private and Public Child Care Centers Section 114-503(F1), shall permit the parent of a child in our care, free and full access to their child without prior notice, while the child is in the care of Sea Pines Montessori Academy. If there is a legal dispute between parents, Sea Pines Montessori Academy requires a copy of the court order to be given and placed in the student file. Students files and records are owned by SPMA and can not be released if any account is delinquent and/or in collections. To keep visitors from entering past the lobby, you will need to call the

office when you arrive. An office team member will bring your child to the portico area for pick-up.

EMERGENCY AND/OR UNUSUAL CIRCUMSTANCES

CRISIS PLAN: (i.e. no power, no heat, tornados, intruder on grounds, national emergencies, etc.) All children will be dismissed as soon as the parents can be notified. Provisions will be made by the staff for any children whose parents cannot be contacted. Safety measures will be taken in case of tornado or severe storm warnings. In the event of any disaster: No student will be dismissed from school unless a parent (or individual designated by a parent) comes for him/her. (Student Release Form/Carpool Form must be signed by parent and returned to school to be filed.) No student will be allowed to leave with another person, even a relative or baby-sitter, unless we have written permission to that effect or that particular person is listed on the student's emergency Student Release Form/Carpool Form. The person who is designated to pick up your child on your behalf must present a valid identification card with name and photo id. With this in mind, if your student's emergency information is not up to date, please contact our office with the new information. All parents or designated parties who come for students must sign them out. Authorized school personnel will be on hand for this to occur. The school representative will co-sign that the student has been released to the parent or designated party. The school staff is prepared to care for your student in times of critical situations. If parents are not able to reach the school, students will be cared for by qualified staff that will be in communication with various local emergency services. Parents are requested to assist in the following ways: Please do not call the school - we must have the lines open for emergency calls. Following an earthquake or other emergency, do not immediately drive to the school - streets and access to/from school may be cluttered with debris. The school route and street entrance areas must remain clear for emergency vehicles. Listen to your radio. As soon as we can communicate with the media, we will let you know information and directions. In the event of school closing, SPMA will make all attempts to deliver the Montessori Method to its families. The school is not subject to make-up days for declared disasters, national emergencies, and/or executive order closing by state/national/accredited bodies.

Emergency Procedures for Storms, Fires, or Floods

If the event is prior to school opening:

The phone chain shall be as follows:

Head of School shall contact office staff and Upper School and Lower School Coordinators, Coordinators shall contact the Division teachers and specials. Teachers of the oldest child in a family will telephone the family prior to 7:30 am.

- A general e-mail to all parents will also be sent from the office or website, if possible.
- If necessary/possible, office staff will go to school to back-up office computers and remove student records. In the event of a hurricane evacuation, office computers and student records will be evacuated.
- Information about school reopening will be available on the telephone answering system (if working), on the radio stations and/or on the website www.seapinesmontessori.com.

If the event is during school hours:

- Website www.seapinesmontessori.com will be updated with latest information.
- Head of School will initiate a email and/or telephone chain, which will include Board members.
- Office staff will request those contacted above to begin calling all the parents of students, as office telephones may be affected by the emergency. Those designees will advise the office staff if parents could not be contacted. The office staff will then call their emergency contacts.
- In the event of a fire, children will use the planned and practiced school evacuation plan.
- Students and school personnel will then follow the directions of the emergency personnel responding to the fire. Teachers will control dismissal of the children from a location designated by emergency personnel.
- In the event of storm emergency, children will remain in their classrooms away from exterior windows, or in the hall, with their teachers. Normalcy will be kept to the best of everyone's ability.

- Students will be dismissed directly to parents who come inside to pick up their children. This will ensure that teachers remain in control of their group of children until released to parent or parent designee.
- Office staff will back-up computers and remove student files if or when possible.
- The school staff is prepared to care for your student in times of critical situations. If parents are not able to reach the school, students will be cared for by qualified staff that will be in communication with various local emergency services. Parents are requested to assist in the following ways:
 - Please do not call the school - we must have the lines open for emergency calls.
 - Following an earthquake or other emergency, do not immediately drive to the school - streets and access to/from school may be cluttered with debris. The school route and street entrance areas must remain clear for emergency vehicles.
 - Listen to your radio, TV, etc.. As soon as we can communicate with the media we will let you know information and directions.

Sick Policy

SPMA works hard on a daily basis cleaning the classrooms, including the materials, desks, bathrooms and other areas so that the spread of sickness is minimized. SPMA'S policy is that any contagious virus, illness and/or fever **requires** the child to be absent from school. Contagious viruses/illnesses including diarrhea, strep, conjunctivitis, chicken pox, flu, etc., require that the student has been on a physician-approved course of medication for 24 hours prior to returning to school. A positive novel coronavirus test requires a 14-day home quarantine and doctor's note for return. A copy of the required COVID release has been included in the handbook. Your agreement is assumed by reading the handbook and sending your child to SPMA. A fever of less than 99.4 degrees will be evaluated on a case by case basis. However, any child with a fever of 99.4 degrees or greater shall be sent home and **must** be fever free (without the aid of Tylenol or any fever reducer) for 24 hours prior to returning to school. Please

note that this lower temperature is based off of the 0.4-0.6 differential when using infrared thermometers. **Therefore, if your child is sent home from school with a contagious illness, virus, a fever, and/or diarrhea, she/he may not return to school the following day regardless of the time of day that the child was sent home.** If SPMA is operating at heightened or moderate risk, the fever free policy rises to 48 hours.

Please make sure that if you call a child's parent anytime during the school day that you leave a message if no one answers the phone. Hanging up when a message machine is activated still shows the school's phone number and causes the parent to panic.

The following is a partial list of observable symptoms of contagious illnesses which will prompt the teacher to call the child's home from the school: diarrhea, vomiting, fever, coughing, difficulty breathing, pinkeye, rashes/spots, sore throat, infected skin patches, severe nasal excretions, and unusual crying.

In the event of an outbreak of a virus or other potential health risk, SPMA will update our Sick Policy in partnership with the South Carolina Department of Health and Environmental Control and the Center for Disease Control (CDC). It is our goal to provide the highest care for our students. Therefore, we will strive to be in compliance with the SCDHEC and CDC guidelines throughout the year. **It is also important to quickly and honestly notify the school when your child has been diagnosed with a communicable disease.** A copy of the COVID-19 Liability acknowledgement has been attached to the handbook. You assume risk with school enrollment.

COVID Operating Policy

Children and staff should be excluded from SPMA if they have:

Any one (1) of the following:

- Fever
- Shortness of breath or difficulty breathing
- Loss of taste or smell
- New or worsening cough

Any two (2) of the following:

- Muscle or body aches
- Chills
- Fatigue
- Headache
- Severe congestion or severe runny nose
- Diarrhea
- Sore Throat
- Nausea or vomiting

Children or staff excluded for COVID-suspected symptoms should not return until they have either tested negative for COVID-19 or a medical evaluation determines that the symptoms were due to another cause (e.g. sore throat due to strep throat, fever due to ear infection, etc.). If a child has a fever without other symptoms, he/she must be excluded for the time period defined by the school's operating conditions (24, 48, or 72 hours). For reference, before closing this past Spring, the school operated at *Moderate Risk* and required a 48-hour fever free exclusion.

Contagious period: If a child or staff member tests positive, they could have been contagious with the virus up to 48 hours before their symptoms began. If they tested positive but had no symptoms, their contagious period begins 2 days prior to the date the specimen for their test was collected.

Person(s) not in school when contagious: If a child or staff member is determined to have a positive case of COVID-19, he/she must be excluded until the criteria is met for return (see

“Quarantine” below). Anyone who lives in the same household with the person with COVID-19 will also need to be excluded. No further steps need to be taken if it is determined they were not in school during their contagious period.

Person contagious while in school: SPMA should not reopen the classroom and/or school (as determined by the case) until the following measures are in place to prevent further spread in the event a person is determined to have been contagious with COVID-19 while in school.

- o Anyone who spent fifteen (15) minutes or more within six (6) feet of the case during their contagious period is considered a close contact and must quarantine until (10) school days after their last contact with the case.

- o Cohorted classes: Only children and staff in the classroom cohort with the case if determined as an identified close contact will be required to quarantine for ten (10) school days. SPMA will determine if the case(s) were contagious while in school two (2) days before onset of symptoms or two (2) days before the test specimen was collected (if no symptoms). This may result in the exclusion of zero (0) additional students, one to three (1-3) or it could be the entire room. It depends on the day and nature of the classroom activities, adherence to social distancing, and the age of the children.

- o The classroom will be closed for cleaning and disinfection before it can be used again. This cleaning may occur as early as same day of notice allowing for re-entry.

o SPMA will inform parents of children/cases in the school who are classroom or other close contacts to the person with COVID-19 to make them aware that they should monitor their children for symptoms. SPMA will continue to monitor incoming children and staff. Your immediate communication to the office regarding suspected illness and/or COVID related symptoms/testing news is imperative.

Quarantine

- Household contact: If the child or staff member lives in the same household as the positive case, they will have to quarantine.
- Other close contact: If a child or staff member has been told they are a close contact to a case of COVID-19, they will need to quarantine until 10 school days after the last contact with the positive case.
- Other household member in quarantine: If the child or staff member lives in the same household as someone in quarantine, they will not necessarily need to quarantine themselves unless the household member in quarantine is determined to be a COVID-19 case.

In all cases, SPMA highly recommends that you consult your pediatrician, family physician and/or DHEC personnel for guidance. There are many nuances in each case, and health experts and scientists learn more about COVID-19 on a daily basis. The DHEC Care Line number is 1-855-4-SCDHEC (1-855-472-3432).

SPMA will review suspected and confirmed symptomatic/positive COVID results on a case by

case basis. Closure decisions will be based on age, exceptions for students who were observed to be social distancing and wearing masks, proper cohorting, isolation periods, and attendance. Substitutes and PTO are available for staff so that classroom operations and can continue to operate and staff can heal and focus on wellness. Furthermore, we anticipate rapid tests to become more available, thus limiting the exclusion period. SPMA will adjust the policy as needed.

School Closings and Executive Orders

SPMA's goal is to limit classroom and school closures to avoid disruption to normalization. In the event of an executive order/government mandate Upper School, grades 1-8, will move into Montessori Distance Learning (Option B) and teachers will report to their respective classrooms to facilitate MDL. Childcare age programs (Lower School: Preprimary and Primary) are considered an essential service and will remain open while conditions remain safe.

Medication Policy

It is the policy of Sea Pines Montessori Academy that any medicine or medical procedures being administered to students at school must be accompanied by a written request, signed by the custodial parent, giving the following information:

- The child's name and the name of the medication being sent in
- The purpose of the medication
- The date and time of the last dosage
- The date and time of the next dosage(s)
- Clear instructions for when and how to administer the medication.

The prescribed medication must be sent in its original prescription container with the child's name, the doctor's name, and the directions clearly visible on the label. Over the counter medications require the same information and must be sent from home in the original container with directions and authorization from the parent. Any medicine procedure that is not an oral administration (pill or liquid), must be accompanied by written instructions from the doctor or health care provider; i.e. Epi-pens, inhalers, and breathing treatments.

The Wellness Studio will have a notebook with a separate page for each child, for the purpose of keeping a medication log. Instructions for the individual child will be added into the log for each occurrence of medication administered. Date, name, medication, time, and dosage given will be recorded on a form that will be copied and sent home to parents at the end of the day giving details and a signature of the teacher.

All medications shall be used only for the child for whom the medication is labeled. Medications shall not be given in excess of the recommended dose. The information shall be logged immediately following the administering of the medication.

In the event of a headache, bug bite or other minor health issue, over the counter medicines or topical ointments (such as Tylenol, Benedryl, etc.) will not be administered to children at school.

All SPMA Staff Members are CPR, First Aid, and AED trained in Infant through Adult. Several members are also MAT (Medication Administration Training) trained.

In case of a major accident resulting in death, the school will also notify the SC Department of Social Services as soon as possible but not to exceed one working day.

PROBATIONARY PERIOD:

The first eight weeks of class is considered an adjustment period for all new children. Should a child have difficulty, the teacher will work closely with the parents during this trial period. If, after that time, it is felt that the child is not ready to continue, the parents will be notified, and the tuition will be refunded for the balance of the year.

STUDENT DISCIPLINE POLICY:

Sea Pines Montessori Academy Student Discipline Policy

The SPMA Student Discipline Policy is submitted to all SPMA families for their review and signature. All SPMA employees are required to adhere to this policy as it relates to the children and are required to sign the Discipline Policy form (which indicates that the employee has read and understands the Discipline Policy) and return it to the Head of School so that a copy may be maintained in the employee's Personnel File. The SPMA Student Discipline Policy is as follows:

At SPMA we are aware of the dignity and uniqueness of each child. Therefore, we conscientiously strive to convey this to you by taking time to acknowledge, support, listen, guide, and correct behaviors that are not conducive to providing a harmonious learning environment for all of our students. We recognize the importance of being responsible, developing self-control and being held accountable for one's actions. We stress respect for oneself, others and our environment.

We ask that all students, parents and teachers agree to the following expectations and consequences, with full understanding that all conduct will be viewed in light of a child's development and maturity level (i.e., a Preprimary child's conduct will not be evaluated the same as an elementary level student). Our discipline policy will be applied more stringently as the child develops and matures and our interpretation of the conduct will factor in the child's ability to understand the inappropriate conduct, the child's sense of remorse, as well as the child's ability to understand that consequences are associated with the inappropriate conduct. All

incidents will be handled on a case-by-case basis with factors such as parental support, child development, malice, etc. taken into account. We also reserve the right to jump to a more severe disciplinary measure when necessary. Under no circumstances will corporal punishment ever be used at SPMA.

Disciplinary Action Will Be Taken For The Following:

A. Disrespect Violations

1. Disrespect for the Teachers:
 - a. Talking back—insolence, nastiness, impolite behavior directed at the teacher(s)
 - b. Arguing—fighting, arguing or bickering with the teacher(s)
2. Disrespect to Peers:
 - a. Name Calling
 - b. Teasing
 - c. Ostracizing
3. Classroom Rules:
 - a. Interrupting a Lesson
 - b. Use of Inappropriate Language
 - c. Misuse of classroom materials
 - d. Misuse of one's time: chronic disregard of class expectations as set up by the teachers and students of that particular classroom
 - e. Theft from classroom or from peer, disregard of personal property/ school property
 - f. chronic late assignments and/or disregard of assignments over a period of time, to be defined on a case-by-case basis

B. Physical Aggression Violations

Physical Aggression towards a peer, teacher or another adult is unacceptable behavior. Physical aggression includes, but is not limited to, violent behavior and physical touching such as scratching, biting and hitting. In addition, behavior that exhibits a threatened or attempted physical attack, which would occur or would have occurred if the child was not stopped will be considered unacceptable aggressive conduct. Again, the developmental level and maturity level of the child, as well as the child's remorse or lack thereof, will be considered in evaluating the physical behavior and its potential consequences.

Disciplinary Action:

For disrespect violations the consequences will be as follows:

1st Offense: Teacher will give the Middle School and Elementary child a verbal warning. Primary and Preprimary children will be given a verbal warning and the parent shall be informed of the incident by telephone.

2nd Offense: Middle School—immediate (same day) phone calls to parents, a positive intervention note to parents, student led conference with parents and teachers to establish action plan. Elementary student will conference with teachers and a positive intervention note will go home to be returned with parent's signature. Primary and Preprimary children will be verbally warned and a positive intervention note will go home to be returned with parent's signature, a parent-teacher conference will be set up at the discretion of that parent and teacher.

3rd Offense: Middle School Students one-day suspension; conference with parents, teachers and Head of School. Elementary students—immediate (same day) phone calls to parents, a positive intervention note to parents, student led conference with parents and teachers to establish action plan. Primary and Preprimary

children—an immediate (same day) phone call to parents, a positive intervention note to parents and a parent-teacher conference (and child if appropriate) to determine a course of action to correct the behavior.

4th Offense: the Head of School and necessary parties will evaluate Middle School Students on a case-by-case basis. Elementary students-one day suspension; conference with parents, teachers and Head of School. Primary and Preprimary students—a conference with parents, teachers and Head of School. One-day suspension will be given to Preprimary and Primary students if a 5th offense occurs, along with another conference with parents, teachers and Head of School.

For physical aggression violations the consequences will be as follows:

1st Offense: Immediate (same day) phone call and positive intervention note home to be returned with parent’s signature.

2nd Offense: Middle School and Elementary students - immediate in-school suspension, conference with student, parents, teachers and Head of School to set up action plan. Kindergarten students – immediate in-school suspension, a conference with student, parents, teachers and Head of School to set up an action plan. All other Primary and Preprimary students—a conference with parents, teachers and Head of School to evaluate the developmental level of understanding and maturity of the particular child and to create an age appropriate action plan.

3rd Offense: Middle School and Elementary students – two days of in-school or out-of-school suspension, conference with student, parents, teachers and Head of School and possible discontinuation of student’s enrollment at SPMA. Kindergarten students—three days of in-school or out-of-school suspension, a conference with student, parents, teachers and Head of School to set up an action plan. All

other Primary and Preprimary students—one-day suspension, a conference with parents, teachers and Head of School to evaluate the developmental level of understanding and maturity of the particular child and to create an age appropriate action plan.

4th Offense: Middle School and Elementary students - discontinuation of student’s enrollment at SPMA. Kindergarten students - one week of suspension, conference with student, parents, teachers and Head of School and possible discontinuation of student’s enrollment at SPMA. All other Primary and Preprimary students - three days suspension, a conference with student, parents, teachers and Head of School to set up an action plan and to determine if that student can be successful at SPMA.

ANTI-SEXUAL HARRASSMENT:

The School has taken special steps to prevent students, visitors, and employees from being subjected to inappropriate conduct our school community. The School believes that all who enter desire a professional, productive, and pleasant school environment. Sexual harassment includes, but is not limited to, any inappropriate behavior, which, because of an individual’s gender, has the effect of creating a hostile, intimidating, or otherwise unpleasant work environment. The following, in no particular order, are some of the more obvious types of behavior that the School considers to be highly inappropriate in the workplace:

- *** Displays of sexually explicit pictures or objects;
- *** Demands or requests for sexual favors;
- *** Sexually oriented banter, jokes, or commentary;
- *** Repeated social invitations;
- *** Compliments of a sexual or suggestive nature.

If you feel that you or your child have been subjected to any of the above conduct or otherwise made to feel uncomfortable in the workplace because of your gender, you MUST

IMMEDIATELY report this conduct to the Head of the School, or whomever is in charge in the event the Head is unavailable. Your complaint will be kept as confidential as possible, consistent with its effective investigation.

In the event you believe that the Head of School is the alleged harasser, you **MUST IMMEDIATELY** contact the acting by emailing chair@spma.com

Special Note: Listed above are general descriptions of some of the types of conduct which may constitute sexual harassment or which can lead up to sexual harassment, depending upon the circumstances. Importantly, not all of the prohibited conduct listed above rises to the level of what would meet the legal definition of this term. The School, however, does not want you to have to worry about whether conduct that makes you feel uncomfortable meets, or does not meet, a particular legal definition. What the School wants, and insists upon, is that you notify the School immediately in the event someone else's conduct offends you or otherwise makes you feel uncomfortable.

MISSING CHILD:

In the unlikely event that a child appears to be missing during the school day, each teacher will gather the children together and take attendance. An assistant will check the playground, while another assistant checks the school. The office staff will check the grounds. If the child has not been found, the office staff will call the police, the South Carolina Department of Social Services, and then notify the missing child's parents.

SUSPECTED CHILD ABUSE:

If a staff member suspects that a child may have been abused, defined as the physical maltreatment, sexual molestation, and/or severe neglect of a child, he/she is required by the Code of South Carolina (63-7-310) to report the suspicion of abuse to the South Carolina Department of Social Services.

Reporting Abuse

The staff member is encouraged to speak with the Head of School as a first step in the process of reporting suspected abuse. However, it remains the responsibility of the reporting staff member to ensure that a report is made

to Child Protective Service. A conversation between staff and the Head of School does not relieve the staff member from the responsibility of reporting suspected abuse to Child Protective Services.

SC DEPARTMENT OF SOCIAL SERVICES
Child Abuse Hotline (County) 843-255-6143
After Hours Number 843-524-2777

CLOTHING/UNIFORMS:

Students should wear comfortable clothes to school so that they can participate fully in all activities. Please observe the following: All clothing which students remove at school must be labeled. Style should be simple enough for child to dress him/herself. Sleeves should be the kind that a child can easily push up him/herself. Clothes should not inhibit movement. Much work is done on the floor. Very full dresses or those with ruffles should be avoided. A student should not be inhibited by worrying about a "mess" on clothing. Sneakers are appropriate. Please dress your student for the weather! All students go outdoors daily unless specifically excused from recess. Monday through Thursday, uniforms must be worn by all students in Primary through Middle School. Friday is free dress day. Note that clothing depicting weapons, violence, and other inappropriate messaging is forbidden at all times. Students found to be in violation will wait in the office while his/her parent is called. When available, a logo shirt in the student's size can be borrowed for the day. Preprimary is exempt from the Uniform Policy. Please see the current school year's Dress Code parameters.

In the Upper School, fitness and field trip uniforms are required also. Uniforms may be purchased at Lands' End. Only students wearing the appropriate uniforms will be eligible to participate in fitness and/or field trips. Please contact the SPMA office for specific uniform information.

TOYS AND EQUIPMENT:

Toys are not to be brought to school. Instead, encourage your student to bring objects for nature study, books (labeled with name), educational items or meaningful mementos which may be shared with all. Pictures and objects of geographical importance are welcome (i.e., a doll dressed in a foreign costume). Pets, large or

small, may be brought to school after making arrangements with the teacher. Flowers should be brought as often as possible, as the students enjoy arranging them. No equipment or apparatus* may be removed from the classroom. The exception is books, which the students may borrow with the understanding they be returned. * If a piece of the pink tower or of a map shows up in your student's pocket, don't make an issue of it with your student...simply return it to the office. Young students are often fascinated with these objects and sometimes tuck them away as treasures in their coats, along with rocks, hickory nuts, leaves, etc.

SPMA WELLNESS POLICY: Sea Pines Montessori Academy (SPMA) shall promote student well-being and academic achievement by supporting quality nutrition and physical activity as part of the learning environment. Creating healthful environments where children can learn about and adopt positive lifestyle habits are essential to achieving full academic potential, physical and mental growth, and lifelong health and well-being.

Because students are in school for a substantial portion of the day, SPMA has a responsibility to help students establish and maintain lifelong, healthy and enjoyable eating and physical activity patterns, while creating environments that foster respect for personal differences and positive body images.

Students are required to come to school prepared with a healthy lunch and a full, reusable water bottle. It should not be common practice to bring lunch after school begins and/or bring in lunch from area restaurants or fast food locations. Students in lower school are served morning snack. Upper school students should pack an extra healthy snack to have in the morning.

Nutrition Education at SPMA

The primary goal of nutrition education is for students to develop positive attitudes, behaviors and the appropriate skills associated with lifelong healthful and enjoyable eating patterns so that they may best learn, grow and thrive.

- Teachers and school administrators will refrain from using food and beverage items as rewards or punishments.

- Lunch periods will be scheduled as near the middle of the day as possible and after recess. Students shall have adequate time to eat, relax, and socialize after sitting down for lunch - while fostering good eating habits, enjoyment of meals, good manners, and respect for others.
- Convenient access to facilities for hand washing before meals will be available.
- SPMA will discourage students from sharing foods or beverages from home with one another during lunch, given concerns about allergies and other dietary restrictions.
- All students are responsible for bringing their own, parent-provided lunch to school each day.
- All students should utilize proper lunchbags and accessories to keep their lunch cool from the morning to approximately noon.
- Lower School students should not bring foods that require heating.
- Safe drinking water will be available throughout the school day.

Physical Activity

The primary goal for physical activity is to provide opportunities for every SPMA student to develop the knowledge, attitudes, and skills to be able to regularly participate in physical activity, and to enjoy the short and long-term benefits of a physically active lifestyle.

- Students will receive behavior-focused education that actively engages all youth, regardless of skill level, and that teaches the knowledge, attitudes, skills and behaviors that students need to adopt and enjoy a physically active lifestyle.
- Using South Carolina's Physical Education Standards as a guideline, SPMA will strive to offer ample, age appropriate daily physical exercise. Students will be given opportunities for physical activity during the school day through daily recess periods, physical education classes, and/or the integration of physical activity into the academic curriculum.
- Physical activity programs are carried out in environments that reflect respect for body size differences and varying

skill levels. SPMA provides opportunities in an environment that encourages safe and enjoyable activity for all students.

- SPMA shall strive to provide all students a daily recess which will be scheduled before lunch (while protecting the morning work cycle) so children will come to lunch less distracted and ready to eat.
- SPMA will support opportunities for physical activity through a range of afterschool programs including SPMA sport clubs, intramural athletics, walking programs, active fundraisers, and physical activity classes in the greater Hilton Head community.
- Information will be provided to families through school newsletters, website and the Wellness Studio (Nurse's office) to help incorporate physical activity into students' lives.
- SPMA will encourage parents, teachers, school personnel, and students to serve as role models in being physically active.
- SPMA Crew will provide and encourage – verbally and through the provision of space, equipment, and activities – daily periods of physical activity for all participants.

BIRTHDAY PARTIES:

While SPMA acknowledges the special date of each student's birth. We encourage parents to work with their teachers to schedule their child's school celebration at school. We do not celebrate birthdays with food. As an alternative, please consider donating a book, music/musical instrument, plant or school furnishing to make a lasting contribution to your child's classroom. In order to protect the feelings of our children, birthday party invitations may not be handed out at school. Please mail them directly. Selective invitations can be very hurtful to the uninvited student and we really are teaching kindness, sensitivity and inclusiveness of others along with other manners. Please plan your child's celebration accordingly.

PARENT - TEACHER CONFERENCES:

Conferences will be scheduled twice a year. At other times, please contact the teacher if you wish to discuss any matter regarding the classroom or your student. We do not talk about a student in his or her presence, so please call to make an appointment that is not

immediately before or after school. We encourage you to ask for conferences whenever you feel a need. Classroom assistants and carpool assistants have been instructed not to speak with parents concerning students for consistency. Please talk to a teacher and/or an administrator.

OBSERVATION:

Observations typically begin on October 1; however, Preprimary teachers may encourage earlier observations as students acclimate to their new environment. Anyone wanting to observe may make an appointment with the Office Manager in the school office. Suggested observation time is 8:45 - 9:30 a.m. However, we will accommodate parents as late as 9:45 a.m. Appointments will be confirmed after the Office connects with the classroom. All visitors must go through the screening process, which includes self-declaration, temperature check, and donning of face masks. The school may cancel observations at any time for the safety of the students and staff.

TUITION MANAGEMENT SYSTEMS – TUITION POLICY:

All fees and the first tuition payment are due with the first billing of the payment cycle. The payment cycle typically begins August 1st and ends the following May 1st for applicable school year. Tuition payments are due on the first of the month. Typically, there are 3 payment options for tuition: 1) pay tuition in full with the first billing of the payment cycle, 2) pay tuition in two installments with the first installment due with the first billing of the payment cycle and the second installment due December 1st, or 3) pay tuition in ten equal installments beginning with the first billing of the payment cycle and ending with the last billing of the payment cycle. Enrollment fee (for new students only) and student fee are due in full with the first tuition payment regardless of the payment option chosen. Fees and tuition may be paid with cash, check or credit card. SPMA accepts Visa, Mastercard, Discover and American Express.

SPMA partners with a third party collection agency to administer accounts with balances more than 60 days old. All accounts with a 60 day past due balance will be turned over to the Board of Trustees for review and discussion. In the event that the Board of Trustees decides that further action is needed to collect the debt, the account

will be forwarded to the collection agency. SPMA welcomes proactive discussion from the parent/guardian regarding accounts that are approaching the 60-day mark. SPMA Financial Contract is signed upon re-enrollment of your child(ren) or upon initial enrollment of your child(ren). The contract states that: Parent/Guardian is financially responsible and liable for payments of all financial obligations, including tuition and fees for the applicable school year. Parent/Guardian understands that enrollment in SPMA is considered a financial commitment for the entire school year. Parent/Guardian also recognizes that need for SPMA to operate on a balanced budget and that the school sets its budget based upon the amount of tuition expected to be received from the anticipated enrollment. Parent/Guardian understands that the school's financial obligations do not change if a student withdraws from school and, as a result, the obligation to pay tuition and fees is unconditional. Parent/Guardian understands that notice of a student's withdrawal must be given **in writing** to SPMA's Director of Operations. Such withdrawal does not excuse the parent/guardian from the contract's enforcement.

Child records/transcripts will not be released or transferred in the event that an account is delinquent and carries a balance.

PARENT PARTICIPATION:

Please - no unsupervised children in the classrooms when parents are working at school. The classrooms contain expensive Montessori materials that are not easily replaced. A child may not have been introduced to the proper use of certain materials. Children must be supervised at all times in classrooms with materials.

Sea Pines Montessori Academy is a non-profit organization of parents trying to provide high quality education on a reasonable budget. We request that each family do a share of the work involved in the operation of our school. All parents will be called upon for committee work, preparation of materials, and/or classroom projects during the year. **ALL PARENTS ARE EXPECTED TO PARTICIPATE IN ONE FUNDRAISER DURING THE SCHOOL YEAR.** Teachers may request that parents share information about their jobs, hobbies, and interests with their classes. We look forward to knowing each of you better in this way.

FIELD TRIPS:

Sea Pines Montessori Academy students have opportunities to go on field trips. The trips outside the school environment have a very specific purpose in the Montessori program. Our goal is to have proper supervision without a great number of adults. We want the students to understand that there is the expectation of using the grace and courtesy lessons that have been taught in the classroom. We want them to have this opportunity to go beyond the classroom without their parents. All students must be in seat-belts at all times. Any student who does not meet proper height/weight requirements for safety may not ride in the SPMA bus, but can attend the trip in a parent/guardian personal vehicle.

PARENT INFORMATION:

A small collection of books and pamphlets on Montessori, early education and childhood is available in the school library for use by our parents. We welcome the addition of items you have found interesting, and hope you will come and browse through the ones already there.

CHANNELS OF COMMUNICATION:

- Concerns about students - Teacher
- Questions regarding curriculum – Teacher or Head
- Operation of school – Head of School
- School governance - Chairman of the Board
- Fundraising questions or ideas - PTO officers, Head of School, or Chairman of the Board
- The Head of School is always available for comments or discussions - don't hesitate.

Waiver of Liability & Release/Hold Harmless Agreement

Sea Pines Montessori Academy (the School) desires to continue providing educational services to its attendees in a safe manner. As a result, we are asking all students' guardians to read and sign the following Waiver of Liability & Release/Hold Harmless Agreement.

Date: _____ Child's Name: _____ Child's DOB: _____

Address: _____ City, State, ZIP: _____

Phone Number: _____ E-mail: _____

Guardian's Name: _____ Relationship to Child: _____

Please initial each paragraph.

____ I understand the nature, hazards of, and potential risks associated with my child being exposed to COVID-19 while attending and/or visiting the School. I know that community exposure to COVID-19 is potentially hazardous, and I will ensure my child and any member of my household entering the School's premises practice appropriate health protocols, per the Center for Disease Control/World Health Organization guidelines. I further agree that my child and any member of my household entering the School's premises will follow all health and safety guidelines issued by the School, including but not limited to wearing personal protective equipment, if required.

____ I am voluntarily, under my own free will, permitting my child to attend the School's classes and/or camp and acknowledge it is my choice to allow my child to attend the School. I assume all risks, for myself and my child, related to my child's attendance of the School, including but not limited to potential COVID-19 exposure.

____ In the event any person in my household exhibits symptoms commonly associated with COVID-19 (including but not limited to a fever or persistent dry-cough), I agree not to permit my child to attend any class, camp, or event at the School until fourteen days following my child and all others in my household have ceased the exhibition of such symptoms.

____ I hereby, for myself and my child, waive, release, discharge, hold harmless, and covenant not to sue, for myself and my child, the School and any other related corporate entities, their officers, employees, agents, and other personnel, all of which are hereafter referred to as the "releases", from any and all liability for any claims, demands, losses or damages on account of any injury, including death or permanent and partial disability, disease, and damage to property, caused or alleged to be caused in whole or in part by the negligence of the releaseses or otherwise in connection with my child's attendance at the School.

____ This agreement is binding on all persons and entities claiming by, through, for, or on account of their relationship to me and my child, including, but not limited to the heirs, successors, and assigns of myself and my child. I further understand my child would not be able to attend classes or camp at the School if I do not execute this agreement.

By signing this agreement, I acknowledge and represent that I have read and understand it; that I sign it voluntarily and for full and adequate consideration, fully intending both myself and my child to be bound by the same; and that I am at least eighteen (18) years of age and fully competent.

Guardian's Signature

Date