



CLASSEN
MONTESSORI
SCHOOL

LEARN. THINK. GROW.

2024 Community Rules and Guidelines

This is a living document. Revisions can be made at any time.

Introduction

Welcome to our school! Classen Montessori School is a community of children, parents, faculty, administrators, board members, and friends working together to create an environment that promotes a love of learning, as well as working to educate the whole child, and in doing so, creating lifelong learners.

For more than 50 years the Classen program has been an impressive example of the principles of Montessori education at work for the child. At Classen, self-directed and individualized learning form the core of the educational experience. Based on years of educational research, we believe that children can and must learn to accept responsibility, develop independence, and make decisions that help manage their own learning. Working individually with their teachers, all Classen students help plan their daily and weekly goals. They also participate in evaluating and communicating their own educational progress.

Because each child brings a unique mix of strengths and weaknesses, children often progress at different rates in differing areas. To support and respect each individual's development, the children at Classen who can move faster in a subject area move ahead freely and are not held by the pace of slower students or the limitations of grade structured curriculum. Children who need more time and attention on a subject are provided the resources they need to succeed.

Throughout their years at Classen, our students acquire strong academic skills, and also:

- Maintain their love of learning, creativity, and discovery
- Develop a sense of responsibility and confidence about themselves and the world
- Build a strong foundation for lifelong decision-making, problem-solving, and critical thinking
- Become well-rounded and socially adept individuals

Classen Montessori School is so fortunate to share this journey with your family!

All the best,
Kristen Hill

Head of School

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Our Mission

The mission of our school is to provide a safe, authentic, and creative Montessori community to support learning. Our community shall cater to children aged 3 through 15 years old. Our classrooms consist of a mixed age classroom configuration (3 years old to 6 years old, 6 years old to 9 years old, 9 years old to 12 years old, and 12 years old to 15 years old) in order to create an environment of independence, interdependence and community, creativity, and exploration. Our classrooms are run by AMS trained and certified teachers with assistants.

Our Vision

For Students

CMS creates a learning environment that:

- Builds a foundation for lifelong learning while providing freedom within limits
- Develops confidence, creativity, critical thinking, and individual responsibility
- Uses established methodologies of individualized teaching and self-directed, experience-based learning to meet the developing needs of each child
- Encourages responsible citizenship in a diverse world of families, local and international communities, natural environments, and Human Experience
- Treats each child with respect and instills respect and proper etiquette for all people and all things

For Parents

CMS provides a school community that:

- Communicates and explains their child's educational experience and needs
- Offers education on school methodologies and guidance in parenting skills
- Fosters a community that values cultural, ethnic, social, and economic diversity

For Staff

CMS maintains a workplace that:

- Values and incorporates continuing education outside the classroom, while providing an opportunity for long-term Career Development within the organization
- Nurtures growth and professional development within the daily classroom
- Provides a respectful work environment that values all individuals
- Ensures that parents and children respect teachers in all communication and interactions
- Provides all necessary educational material to enable a well-prepared, comprehensive learning environment

Learner Outcomes

At CMS we expect our graduates to possess the following traits. We center our work around

these traits for each child from the first day to the last.

Discover <ul style="list-style-type: none">• The independent and take initiative• Be confident, competent, and curious• Be autonomous with accessing and analyzing information	Create <ul style="list-style-type: none">• Be intrinsically motivated• Be adaptable and resilient• Be socially responsible and be capable advocates	Become <ul style="list-style-type: none">• Be academically prepared critical thinkers• Be an effective communicator• Be citizens of the world
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And finally...be amazing!

Our History

The school's motto is: Learn. Think. Grow.

Learning enables our children to think. Thinking empowers our children to grow. Growing nurtures the love of more learning. If we can achieve this virtuous circle, then we feel that we are doing our job.

Our Founding

Originally named Children's House Montessori, our school was founded in 1971 as an independent private Montessori school by Phyllis Boardman, and operated continuously in the same location from that time until 2020. The Children's House name was chosen, as it has been by many Montessori schools worldwide, following the name of the first school founded by Dr. Maria Montessori in Rome in 1907, her "Casa dei Bambini." In 2020 we moved our school to our current location and changed our name to Classen Montessori School to encompass our entire community which is now home to students 3 through 15 years old.

Classen became a full affiliate of the American Montessori Society in 1975. Then, in 1981, we became a 501 (c) (3) non-profit organization. Classen has been active in the

Montessori community in Oklahoma throughout its existence. The school has actively participated in Montessori teacher training and internships. In addition, teachers at Classen have served as observers and examiners in teacher training programs. Some of our lead teachers have published professional articles in the American Montessori Society's publications, as well as in books published for teachers of young children.

Non-Discrimination Statement

Classen values diversity and admits students of any race, color, religion, and national and ethnic origin. We do not discriminate on the basis of race, color, or national and ethnic origin in our educational and financial policies or in any school administered activity.

Mirrors and Windows in the Classroom

Books with Justice, Equity, Diversity, and Inclusion (JEDI)-related themes are read at all levels, including books that deal with gender topics, like families with two mothers or two fathers. At Classen, we strive to be sensitive, kind and accepting. We believe there should be "mirrors" to see one's self in the literature and materials in the classroom and "windows" to see the diversity of experiences.

Mirror literature and materials contain reflections of the viewer - their race, culture, gender, family, or religion. They enable students to see themselves. Engaging with their own identities can help to reaffirm the value of students' selves and experiences.

Window literature and materials enable the viewer to observe experiences of others, including unique events, places, or cultural practices that they may not be familiar with. Engaging with other groups supports students in developing an understanding of the world.

From literature and materials, students internalize messages about who should be represented and whose stories deserve to be told. Classen commits to intentionally curating our curriculum in classrooms so that these messages align with our values.

Justice, Equity, Diversity and Inclusion (JEDI)

Classen is a safe space. We recognize that we are a diverse school and all families have

values they hold. Throughout childhood and adolescence, children are building their understanding of the world we live in and how they fit in, including areas such as gender, identity, sexuality, politics, spirituality, and race. It is natural and normal for children to have questions, and teachers are often viewed as safe adults to go to with all sorts of topics. We will always encourage your child to speak with you about these topics.

Justice

Commitment: We commit to dismantling resource barriers to keep Classen attainable for a wide variety of families and to support members of our diverse student body and staff in achieving educational goals and personal growth.

Accountability: We are accountable for ensuring that each member of our student body and faculty achieves goals and personal growth.

Community Benefit: By dismantling resource barriers, CMS aims to ensure that all families, regardless of their background can access a Montessori education. This commitment fosters diversity among students and staff, acknowledging that everyone has unique needs and backgrounds.

By placing an emphasis on supporting each member of the student body and faculty in achieving their educational goals and personal growth reflects a dedication to individual success.

Equity

Commitment: We commit to allocating resources to ensure everyone has access to the same opportunities. We acknowledge that systematic advantages and barriers exist.

Accountability: It is our role as Educators to educate our students to understand the systematic oppression that is a pervasive part of our society, including the power of language and microaggressions.

Community Benefit: By allocating resources to ensure equal access to opportunities, CMS is

actively working to level the playing field for all individuals, regardless of their backgrounds or circumstances. This promotes fairness and inclusivity within the educational environment.

Acknowledging the existence of systematic advantages and barriers is crucial in creating awareness about the societal structures that can either support or hinder certain groups of people. By recognizing these dynamics, educators can address them directly, fostering a more informed and empathetic student body.

Additionally, educating students about systematic oppression, including the impact of language and microaggressions, serves multiple purposes. It helps students understand societal issues more deeply, promotes critical thinking, and encourages empathy and respect for diverse perspectives. It equips them with the tools to navigate and challenge these issues, fostering a more inclusive and equitable society as they move forward.

Diversity

Commitment: We acknowledge that differences between individuals can cause some to experience systematic advantages or barriers to opportunities. Diversity goes beyond racial differences.

Accountability: It is our role as Educators to educate our students on how systematic oppression manifests as racial and ethnic access and outcome disparities and to identify paths to meaningful change.

Community Benefit: By understanding that diversity extends beyond racial differences, our CMS educators can embrace a broader spectrum of identities, including but not limited to race and ethnicity. This recognition allows for a more comprehensive approach to addressing inequalities and creating a more inclusive educational setting.

Inclusion

Commitment: We believe in fostering a sense of belonging by centering, valuing, and amplifying the voices, perspectives and styles of those who experience more barriers due to their identities, abilities or beliefs.

Accountability: It is our role as Educators to honor the contributions of those who experience

barriers every day, not just during a special month. We commit to ridding our curriculum and materials of biases that represent only whiteness; to amplify diverse voices; and to teach with an awareness of our personal unconscious biases.

Community Benefit: By fostering a sense of belonging by centering, valuing, and amplifying the voices and perspectives of individuals facing barriers due to their identities, abilities, or beliefs we create an inclusive environment where everyone feels heard, respected, and valued, regardless of their background or circumstances.

By honoring the contributions of individuals who face barriers daily and not limiting this recognition to specific months or occasions, educators demonstrate a continuous commitment to inclusivity. This helps break away from tokenism or performative gestures, instead embedding a genuine appreciation for diversity into the educational fabric.

Moreover, the commitment to rid the curriculum and materials of biases that solely represent one perspective, often referred to as "whiteness," and to amplify diverse voices is essential for providing a more comprehensive and accurate education. It allows students to learn from a variety of perspectives and experiences, fostering empathy and understanding across diverse cultures and backgrounds.

Finally, the acknowledgment and awareness of personal unconscious biases among educators is crucial. It encourages self-reflection and a continuous effort to mitigate biases in teaching, creating a more equitable learning environment for all students. This commitment not only benefits the immediate educational community but also prepares students to engage in a diverse world with a more open and empathetic mindset.

Administration and Faculty

Classen is a non-profit, independent school governed by a volunteer Board of Directors. The Head of School is responsible for the day-to-day operations of the school. The Head of School reports to the Board, and along with the elected staff representative, is one of two School Employees serving on the Board of Directors.

Board of Directors

The Board of Directors sets school policy, oversees the financial well-being of the school, and is responsible for long-range planning.

Board members typically include Classen alumni, local business persons, a variety of professionals and Educators who are dedicated to promoting the growth and development of the school and its philosophy.

The Board of Directors holds 10 meetings per year. The entire Classen parent community is welcome to attend open meetings. Open meetings are listed on the school's calendar.

Faculty

A list of current faculty can be found on the school's information system, Transparent Classroom.

Staff Departures

Every effort is made to ensure parents are notified of departures promptly and as appropriate for the circumstances. Please know that there are times in which Classen, as an employer, cannot share the circumstances around a staff departure.

When a member of staff chooses to leave our community for a new opportunity, maternity leave, marriage and the like, the staff member may wish to write a note to families in the classroom. Classen respects the rights of the employee to say goodbye as they wish and in a way which is in the best interest for the children.

Attending Classen

Admission and Enrollment Process

January	Applications for new students for the upcoming school year are due
February	Current families receive re-enrollment packets
	Admissions Interviews Begin

March	Families are notified of their admissions status
April	New families receive enrollment packets

Selection

- Children must be 3 years old by September 1 to be eligible for enrollment
- The school offers spaces on a space available basis
- Preferences given to Applications received prior to February 1

Sharing Classen with Friends

Word of mouth is often the best referral! If someone you know is interested in Classen, please send them to our website (www.cmsnorman.org) and encourage them to schedule a tour!

Class Placement

While we understand that some parents form a close relationship with a particular teacher and may recommend that teacher to another person, we are not able to honor requests for specific teachers.

The faculty and staff work together at each level to place children in the best environment for individual and peer success. Much thought and care go into each placement. While placement is a team effort, final placement decisions are the responsibility of the Head of School. Once you are enrolled, your child will stay with the same teacher for the entire time they are placed at that level, unless there are mitigating circumstances.

Attendance Policy

Punctuality is a cornerstone of our Montessori community. Arriving on time, ideally between 8:15 and 8:30 am, is essential for your child's social and academic development. This crucial window allows students to engage in important community-building prompts and social interactions that set a positive tone for the day. Consistently arriving after 8:30 am not only disrupts the classroom environment but also deprives your child of these valuable opportunities to connect with their peers and ease into the day's routines. We encourage all parents to prioritize timely arrivals to ensure their children fully benefit from the structured and nurturing start to their school day.

The school day is defined as 8:15 a.m. to 3:30 p.m. our lesson schedule designed to fit within these hours. The 3-hour work cycle is based upon arrival by 8:30 a.m. If your child arrives after 8:30 a.m. they are considered late. The gates are closed and locked at 8:30 a.m. Any arrivals after 8:30 a.m. must park and walk to the main office in Building One. From there your student can proceed to their classroom.

Attendance and tardies are recorded in the classroom. Questions about attendance should be directed to your child's classroom. The school is required to maintain attendance records. If your child is unable to meet the attendance requirements, please contact the Head of School.

Requests for early dismissal, midday appointments, and other deviations from the normal schedule must be made to your child's classroom and the main office through Transparent Classroom.

Please communicate all changes in pick up plans before 8:00 a.m. whenever possible. If circumstances require a last-minute change, call the main office in addition to sending an email. The office staff will ensure that your child's classroom gets the message in time. Drivers must park and walk to the main office in Building One to pick up a student. Staff is not able to walk children to cars in the middle of the school day.

Advancement and Graduation

Graduation and advancement to the next level are based on the following:

- Satisfying the School's attendance policy
- Acceptable completion of classroom curriculum
- Social Readiness for next program level

Moving Away From Classen

When a student moves on from Classen, the records are released directly to the new school. To arrange for a release, contact your child's new school and complete the required paperwork. The school will contact Classen with a "record or transfer request."

Getting To and From School

Entering Carline

In order to keep the majority of Carline off the streets and on our property, we run Carline “backward.” This means you will enter and exit on the non-typical sides of the driveway.

The safest way to enter carline is through the neighborhood via Lois Street from Houston Ave or Donna Drive (via Drake). Because of this **we strongly recommend entering carline by making a left turn coming from the East not turning on to Lois St. from Classen.**

For the safety of the students, we highly **encourage children to remain in their seats** while waiting in carline. Standing up, leaning out of windows, standing through sunroofs, and moving around the car during carline is strongly discouraged.

Carline is **ONE LINE**. Please **DO NOT PASS** other cars. This is a safety risk for children entering and exiting the cars independently.

Exiting Carline

Because we run the carline “backward,” you will exit on the left side of the driveway. We strongly recommend exiting by turning left on Lois Street and leaving via Classen Blvd.

Car Identification Tags

Each new family will receive two ID tags at orientation to help with the pickup process. This tag includes the last name of your child and should be placed on the sunshade during carline. You can also request an additional copy for other approved adults who will be picking up your child. *This ID tag is meant to help create an efficient carline.* **We WILL NOT release a student to a person who is not included on the approved adult pick-up list, even if they have a Classen ID tag.**

Drop Off and Pick Up Procedures

Building One (Children's House)	Building Two (Elementary & Secondary)
<p>DROP OFF 8:15 a.m. - 8:30 a.m. (Main Entrance of Building One Under Portico)</p> <p>Adult's should remain in the vehicle at all times. There will be a school staff member ready to assist your child in exiting the car and entering the building safely. For the safety of the children and staff, we will only unload students from the REAR RIGHT door of the car. Car seats and belongings should be prepared in advance to provide an easy car exit for your child from the rear right side of the car.</p> <p>If your child is not ready to exit the car we will ask you to either park and walk up or make another loop in the carline.</p>	<p>DROP OFF 8:15 a.m. - 8:30 a.m. (Main Entrance of Building Two at the Steps)</p> <p>Adult's should remain in the vehicle at all times. There will be a school staff member ready to greet your child as they arrive. Elementary and Middle School students may exit their vehicles independently once the vehicle has arrived at a designated drop off zone and is in park. For the safety of the children, we ask that students exit the vehicle from the REAR LEFT door. <i>Students who are 12 years or older and ride in the front seat are welcome to exit the vehicle from the right front seat with caution.</i></p>
<p>PICK UP 3:15 p.m. - 3:30 p.m. (Back of Building One, from outdoor classroom)</p> <p>Please remain in your vehicle for pick up. A staff member will escort your child to your car once you have reached one of our pick up zones. Our school staff will not place a child in a car without the proper car seat or booster. If you plan to have grandparents,</p>	<p>PICK UP 3:15 p.m. - 3:30 p.m. (Side of Building Two)</p> <p>Students will be called when their car is at a designated pick up zone. A school staff member will be present to monitor pick up. Elementary and Secondary students may enter their vehicles independently once the vehicle is placed in park and at a pick up zone. For the safety of the children, we ask</p>

other family members or babysitters pick up they must have the appropriate car seat or booster, as well as permission on Transparent Classroom, for Classen to release the student to their care.

Buckling Your Child

If your child needs assistance with their seat buckles please pull forward to the front of the school to assist them. This will allow us to continue to load students in the next vehicles.

that students **enter the vehicle from the REAR LEFT door.** *Students who are 12 years and older who ride in the front seat are welcome to enter the vehicle from the right front seat with caution. **Student's under the age of 12 will be asked to enter the backseat of the vehicle in accordance with Oklahoma Child Safety Laws and Recommendations.***

Sibling In Elementary And Children's House

Drop Off

Please drop off your Elementary/Secondary school child first and then follow the carline to the Children's House line to drop off your younger child/children.

Pick Up

Your child will be escorted to your car by CMS staff. If you have students in both buildings, staff will escort each child from their location to your vehicle.

After School Pick Up

You will need to call the school number (405-321-1275) to notify our after school teachers of your arrival. The school gates will be closed at 3:30 pm. We ask that parents park and walk to the main door of Building One.



North Building: ● Children's House Classrooms Maple and Redbud will unload on the rear passenger side with assistance from staff.

South Building: ● Lower Elementary, Upper Elementary, Middle School will unload on the rear driver side independently, or with assistance if needed.



North Building: ● Children's House Classrooms Maple and Redbud will load on the rear passenger side with assistance from staff.

● Assist your child with buckle in front driveway

South Building: ● Lower Elementary, Upper Elementary, Middle School will load on the rear driver side independently, or with assistance if needed.

Pick Up Permission

At pick up students will only be released to the adults on their pickup list. Parents must notify staff to update their child's approved driver list in Transparent Classroom.

Independent Release: Secondary

For our Secondary students who are developing increased independence and confidence, independent release may be something your family is interested in. At this age, it can be appropriate for students to leave campus independently on occasion. This is an excellent opportunity to practice autonomy and self-reliance.

- For a one-time event, email the classroom and office clearly stating the specific day and time that your child has permission to leave school independently.
- For more frequent independent releases, contact the Administration Office.

After School Roll-Overs

A student who is not picked up from school by 3:30 pm when the After School afternoon starts will be charged \$1 per minute until 3:40 pm. Any pick up after 3:40 pm is charged an automatic \$25 After School Drop In Fee.

After School Late Policy

Classen campus closes at 5:30 p.m. All students must be picked up by 5:30 p.m. Every effort needs to be made to arrive promptly so that you leave Classen by 5:30 p.m. In case of unexpected delays, please call the office by 5:00 p.m. to notify the school of a late pickup.

Any family picking up after 5:30 p.m. will be charged an automatic \$25 late fee for each student. An additional \$5 late fee will be charged every minute after 5:45 p.m. that the student remains on campus. A late pick-up form will be completed by a staff member and signed by the approved driver, acknowledging the date and time of the late pick-up. All completed and signed late forms are turned into the Head of School. The Head of School reserves the right to waive fee assessment.

Families will be contacted by the Head of School for repeated late pick-ups and the Head of School reserves the right to take appropriate action, which may include removal from the school after care program.

Late Drop Off and Early Pick Up Procedure

In the event that a student arrives after 8.30am, the parent/guardian is required to park and escort the child to the front desk of Building One to be signed-in before proceeding to the classroom.

If a student needs to leave early, the parent/guardian should park in a designated parking spot and walk to the front desk of Building One. Students must sign out at the front desk.

Communications

Classen uses an internal student information system, Transparent Classroom, to communicate with families. Upon enrollment each parent is given credentials to access the parent portal. Classen expects all families to keep contact information up to date on Transparent Classroom. For routine matters, teachers may communicate with parents via email.

School Publications

School website

Our school website (www.cmsnorman.org) offers a comprehensive overview of the school, including philosophy, curriculum, teaching staff and physical location. Anyone interested in finding out more about Classen will find this site useful.

Social media

Classen hosts a Facebook page and Instagram account. Parents are urged to seek permission directly from all families involved before posting any photos or videos of Classen events, students, etc. on their personal social media accounts.

Staff Social media

CMS Staff are not permitted to “friend” parents, guardians, or students of CMS students. This is regardless of the student's classroom placement.

“From The Canopy” the CMS Newsletter

The school's monthly newsletter is shared with parents throughout the year. From the Canopy includes updates and information about Classen's classrooms, programs, teachers and staff, community impact, and upcoming events.

Calendar

The school calendar is available on Transparent Classroom with Google calendar. It is updated regularly and contains events supported by the school, PTO, and after school specials.

Navigating Questions and Concerns

Sometimes, questions or concerns are unresolved from the parents' perspective. We welcome feedback and encourage parents to communicate in partnership with the school. Please use this plan to resolve any concerns:

- We ask that you always start by directly contacting the teacher involved
- If you feel the issue remains unresolved, then contact the Head of School

There may be times when you have questions or issues regarding your child, the staff, the curriculum, the operations or other aspects of Classen that may not be appropriate to discuss with your child's teacher. Any such issues should be promptly brought to the attention of the Head of School.

The Head of School is available and willing to meet with parents privately to confidentially discuss any issue. If you do not feel comfortable discussing a particular concern with the Head of School, or you have spoken to the Head of School but still wish to raise an issue to the attention of the Board of Directors, you should contact a member of the Board, preferably the Chair.

The Board believes that this procedure is the most constructive manner in which to address issues raised by parents and that most concerns can be resolved through discussions with the Head of School. In addition to asking you to follow this policy, we request that you direct other parents to this policy if they have questions or issues regarding the school.

While the Board takes its confidentiality obligations very seriously, it is the policy of the Board that issues raised to the attention of an individual Board member shall be shared within the full Board. Thus, you should assume the communications with the Board member orally or in writing will be disclosed to the full Board. Requests that you not be identified will be honored. Contact information for the individual Board members can be found in the directories. The Board may request that you put your concern in writing, even if anonymously.

Student Life

Classen focuses on the education of the whole child and is committed to creating a positive, peaceful workplace for children ages 3 years old through 15 years old.

We ask for cooperation and the selection of school appropriate, non-violent themes of clothing, lunch boxes, books and other items that your child may bring to school. Classen is a multicultural, multilingual environment. Please be mindful of cultural sayings or jokes that may offend others when selecting items for your child. Profanity or abusive language by students or parents is unacceptable and actions will be taken to ensure the physical emotional safety of the school.

Dress code

Your student is attending CMS to learn, all students must wear clothing that is ready for school activities: washable, wearable and easy to manage.

Clothing with negative messages or themes that are not in keeping with Classen's emphasis on non-violence and the culture of a positive, peaceful workplace is not permitted. This includes clothing with rude sayings, violent images or themes, camouflage and designs depicting non-positive role models.

Interpretation of the dress code is up to the school's personnel and will follow common sense and use reasonable judgment. Students in violation of the dress code will be asked to adjust the clothing (e.g., wear inside out to hide inappropriate words / imagery) or be provided alternate clothing as needed. Distracting accessories may be held by teachers to be sent home at the end of the day.

Appropriate Student Clothing for the Children's House (3-6 Years) Montessori Environment

Cultivating success in the classroom starts with your students' clothing. Appropriate student clothing in a Montessori environment involves simple, practical, and comfortable outfits that promote self-dressing and independence. Below is a description of what you should have in mind as you prepare for the school year:

Tops

- Examples: T-shirts, Long-sleeve shirts, Sweatshirts
- Description: Easy-to-put-on tops with no complicated buttons or fasteners. Choose soft, comfortable materials.

Bottoms

- Examples: Elastic-waist pants, Leggings, Shorts
- Description: Pants and shorts with elastic waistbands to make it easy for children to pull up and down independently. Avoid items with difficult zippers or snaps.

Footwear

- Examples: Velcro sneakers, Slip-on shoes
- Description: Shoes that children can easily put on and take off by themselves, like Velcro fastenings or slip-ons. Avoid shoes with laces unless the child can tie them independently.
- Students will need access to 3 pairs of shoes for each school day; Inside Shoes, Playground Shoes, and Rain Boots.

Outerwear

- Examples: Zip-up jackets, Cardigans
- Description: Jackets and sweaters that are easy to manage, with zippers or large buttons. Prefer those that are easy for small hands to maneuver.

Accessories

- Examples: Simple hats, Weather-appropriate gear (rain boots, sun hats)
- Description: Accessories that are easy for children to handle themselves. Hats should be simple and practical, and any weather gear should promote self-sufficiency.

Dress-Up and Accessories:

- Students are encouraged to wear dress-up style dresses at home. These types of dresses are not appropriate for the classroom.
- Students are welcome to wear crowns and headbands with ears or other decorative adornments at home.
- Hats brought to school must remain in the student's bag. Hats may be worn during recess or farm school only.

CMS Staff remind students of the dress code policy as needed.

If a student is found wearing a dress-up style dress, decorative headband, or hat during school hours, they will be asked to remove it and store it in their bag until the appropriate time (e.g., recess or farm school).

Shoes

- Students are required to have three pairs of shoes every day:
 - One pair of shoes should be appropriate for movement and play outdoors

- One pair of shoes should remain at Classen at all times and should be suitable



for classroom and floor work

- Crocs are not an appropriate school shoe option.
- Rain boots should be supplied at the beginning of each year and should remain at school

Accessories

- Non-distracting hats may be worn outdoors. Students will be asked to leave all hats and distracting accessories in their school bag
- Headbands and hair accessories should be free of noisy or distracting decorations
- Distracting or loud jewelry or accessories are not allowed

Lunch

All students are strongly encouraged to pack their own lunches. This experience supports developing independence and helps students to practice caring for themselves.

Outside of lunch time, students are able to eat snacks throughout the day as needed. If your child arrives early and stays late, please be mindful that they may need more snacks! Students are encouraged to bring any uneaten food home at the end of the day to avoid food waste and to help your family evaluate how lunch is going.

Lunch boxes/bags should be marked with the student's name. All items should be durable and easy for your child to open independently. Students should bring any utensils they will need for lunch and snacks. This should include a napkin.

Children's House students are not able to refrigerate or microwave their lunches. If you would like the items to be kept cold, please pack them with an ice pack. If you would like them to be kept warm, please pack them in a thermos.

Elementary and Secondary students have access to a microwave. Reheating is encouraged. Cooking a microwavable meal is discouraged as it limits the accessibility of

the microwaves for the entire class.

If your Elementary or Secondary student forgets their lunch, please do not bring it to school. A forgotten lunch is an excellent opportunity for a student to practice solving a problem. Your child will come to the office to create a lunch from the items we keep on hand.

Guidelines for Balanced Nutrition

Lunch and snacks should provide energy to sustain your child throughout the day. We ask that you help your child pack a balanced meal that contains nutritious, fulfilling food.

Allergies

- Children's House classrooms will evaluate the allergies present in their classrooms and make a decision with the Head of School for procedures for the classroom.
- Elementary and Secondary are not nut free.
- Food served by the school will adhere to the individual allergies of each student served. If needed, alternatives will be provided or may be requested from home.
- We ask that all foods be eaten at designated areas so that areas can be properly cleaned.
- Students with allergies are asked to keep their supply of safe snacks on hand for emergencies, forgotten lunches, etc.
- Please keep allergy information and emergency forms up to date in Transparent Classroom.

Supplies and Personal Items

The school provides all necessary supplies including notebooks, pencils, pins, binders, etc. Therefore, we ask that no supplies of this sort come from home.

What Not to Bring

We ask that families help their students remember to keep the following at home:

- Large backpacks
- School supplies
- Toys, games or cards of any sort
- Knives (any sort, any size) whether on campus or on school trips
- Umbrellas

- Music devices
- Software, USB memory sticks, or other items that can spread computer viruses
- Electronic devices (cell phones, laptops, tablets, e-readers, cameras, air tags, etc. unless otherwise specified below or by your classroom teacher

Electronics

Cell phones	Cell phones are not permitted for student use while on campus. If your child must bring a phone for after school communication with family, it will be stored in a designated space during the school hours.
Laptops/ tablets	Classen provides Chromebooks for all students to use at school when needed. Do not bring personal laptops, tablets or similar devices.
Smart watches	Smartwatches must be put in school time or airplane mode while at Classen.

Students who require electronic devices to access the curriculum or complete assignments due to learning differences will be accommodated. Please contact the Head of School.

Lost and Found

We asked that all clothing, water bottles, lunch boxes, musical instruments and other items coming from home be well labeled.

ALL BELONGINGS SHOULD BE LABELED

If your child loses something, please check the Lost and Found located in the hall of the Classen main office. Each quarter all unclaimed, unlabeled items are given to charity.

Computer Use

Classen maintains computers for student use. Students may use computers with the permission of the staff to work on school related projects. Email, chatting, instant messaging, social media use and the like are prohibited at school.

Students need to be mindful of following computer etiquette rules laid out in the class at the start of each year. Students found posting the work of other members in the class and community: inappropriate comments about the school, staff or students; or inappropriate postings in general risk serious consequences in proportion with the nature of the issue.

Classen expects Grace and Courtesy at all times with respect to computer use. Parents are expected to partner with the school to maintain safe and sensible computer use at home. Examples of safe and sensible computer use:

- An appropriate amount of time spent with screen related activities
- Age-appropriate use of websites and social media
- Parents are aware of who children are in contact with on the internet, and the family has regular conversations about the use of the internet and social media
- Computers, phones, iPads, and other devices with access to the internet are monitored and used in public spaces at the home.
- Students, staff, and parents use commonly accepted practices of computer etiquette

Homework

Classen expects families to spend time after school together, preparing meals, working on projects or crafts, playing board games or engaging in other family activities. Therefore, homework as “busy work” is not assigned on a regular basis.

We believe the school offers ample opportunity for each child to complete their requirements. However, homework may be assigned if a child is behind in their work. Homework is assigned on occasion to Secondary students as a practical experience in preparation for their education beyond Classen.

Throughout the year, teachers may assign special projects or uncompleted work that needs to be completed at home.

Celebrating Birthdays

Birthdays are a special time for children! As your child's birthday approaches, you will receive a note from your classroom teacher with information about your child's in school birthday celebration. This celebration is also referred to as the Celebration of Life.

- The classroom will schedule a day to celebrate your child's birthday. While this will be as close as possible to the actual birthday, please note that we may avoid hosting a birthday celebration at the same time as other events to ensure that the child has a special day of their own.
- We ask that your child bring a birthday timeline with one picture of themselves for each year of their life. These pictures will be used on the day of the celebration and then returned home.
- We encourage each child to donate a book to the Classen Library as a part of their birthday celebration. The classroom can provide book suggestions if desired.

Please be sensitive to the feelings of others and remember that students' cubbies may not be used to send birthday invitations or thank you notes. We encourage you to email the whole classroom using the directory provided on Transparent Classroom.

Individual family contact information can be found in the Family Directories on Transparent Classroom. Please note that Classen can only publish information that families have given us permission to share. If the family's contact information is not listed in the directory, we are not able to disclose it to you.

Parent Life

Partnership with Classen

Working together, we can strongly influence students to become better educated and more mature by modeling adult working relationships based on civility, honesty and respect. To be successful, Classen needs and expects the cooperation of its parents who should understand and embrace the school's mission, share its core values, and support the curriculum, faculty and staff.

As a parent or guardian, it is critical that you are familiar with the contents of this handbook in order to support your child's understanding of the rules and policies of classes. To this end, we ask that parents and guardians:

- Work productively with parents and administrators by staying informed about their child and the important events in the life of the school
- Ask questions for clarification and make thoughtful suggestions in a timely manner in order to address an issue when it is fresh in our minds

- Foster a climate of trust and support at the school by communicating concerns openly and constructively to the teachers or administrators
- Strive to find common ground and to maintain mutually respectful relationships, even if you are not always in agreement with every decision made by the school

School Parental Policies and Procedures

Classen asks for parental cooperation and understanding in the following areas:

Respecting the Children's Space

Classen honors and respects the children's learning space. The children's learning space is defined as the school campus excluding the front passageway and in the administration office. We ask that parents and visitors do the same.

Cell Phone and Electronic Device Use

Classen is committed to valuing time spent with each child. When you come to pick up your child, we ask that you make a commitment to be cell phone and tablet free. Classen staff and parents are asked to not use cell phones, tablets and other handheld electronic devices in the children's spaces.

During Child/Parent/Teacher Conferences, parent visiting days, and other Classen school events, please turn off electronic devices that might interrupt or distract from the event. We understand that emergencies do occur, and in this case, we kindly ask that you communicate that you are dealing with an emergency. We will be happy to reschedule or make arrangements for your child to complete the event without your presence while you step away.

If you must complete business while on campus, please step out of your children's space and complete the call, text or email before re-entering the children's space. Appropriate places to use personal electronic devices include: inside the office, outside of the building or in the parking lot.

Classroom Parent Events

Each classroom may choose to conduct multiple parent events during the school year. Attendance is highly encouraged. The Classroom Parent Events are highly informative, and

typically a parent only event. **Your participation in these events is invaluable and should be a family priority.**

Classen Parent Teacher Organization

All Parents are automatically members of the Classen PTO and are invited to attend meetings to help parents build community and plan school-wide social events. Parent input is welcome.

PTO mission

The Classen PTO fosters a strong parent community and promotes parental involvement in the school's activities and events.

PTO Activities

- Organizing community events, parent coffees and parent camaraderie
 - Community events such as the CMS Fall and Spring Festivals
- Coordinating and fundraising for teacher appreciation
- Managing the annual Classen Swag Campaign
- Creating a school yearbook

Parent Participation

Classen encourages parent participation while also recognizing the demanding daily schedules of many of its parents. Consequently, the school invites parents to share their talents in ways that fit best with their busy lives. There are many opportunities for involvement at Classen. If you have interest in becoming more involved in any level contact the main office for more information on the steps to take.

Time and Talents

At the start of the year parents are given a time and talent sheet to fill out. Listing talents parents can share is a wonderful way to partner with the school. In the past, parents have given classroom talks on a variety of subjects, created clubs and shared talent and resources with the staff to use in class.

Montessori Parenting

The websites of the International Montessori (IMC) and the American Montessori Society (AMS) are wonderful places to begin exploring Montessori parenting education. Classen maintains a library of resources for parents. Please contact the main office for more information.

Tasks Children Can Do to Learn Responsibility

Less than 3 years old

Included for perspective - All Classen students should be able to accomplish:

- Turn off lights while being carried
- Run simple errands in the house
- Help put groceries away
- Get their own cereal/snacks from kid friendly containers
- Stir, wash vegetables, tear lettuce
- Help set the table
- Clear dishes from the table
- Load plastic dishes in the dishwasher
- Wipe tables with damp cloth
- Help clean up after meals and plat
- Pick up toys and clothes
- Help make beds
- Wake up siblings
- Put a dirty diaper in the diaper pail
- Take clothes out of the dryer
- Put clothes away
- Feed and water pets
- Bring recyclables to the garage
- Seal and stamp envelopes
- Tell you when a traffic light is green

4-6 years old

All of the above, plus:

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- Assistant meal planning
- Help find items in a store
- Count items at the store
- Help measure ingredients
- Prepare their own lunch
- Take care of compost buckets
- Load dishes in the dishwasher
- Add soap and start dishwasher
- Empty dishwasher and stack dishes on the counter
- Help vacuum, sweep, and dust
- Wash the floor
- Pour things from one container to

- the next
- Make a simple meal
 - Sort light / dark clothes for laundry
 - Help wash and fold towels
 - Help younger siblings
 - Walk well-behaved pets
 - Help wash pets
 - Water plants
 - Help plant a garden
 - Rake leaves for a brief time
 - Take library books to and from the car
 - Pull things in a wagon

7-10 years old

All of the above, plus:

- Get themselves up in the morning
- Read to younger siblings
- Fix snacks and light meals
- Help read recipes
- Wash dishes

- Change sheets on a bed
- Run the washer and dryer
- Help wash and vacuum the car
- Help with projects in the home
- Address and stuff envelopes

11-15 years old

All of the above, plus:

- Babysit
- Buy groceries from a list
- Cook meals
- Order out for the family
- Wash windows
- Change light bulbs
- Operate saws for home projects
- Mow the lawn
- Make appointments
- Help in parent's business

Student Health

Classen depends upon the health and emergency contact information provided in your child's profile on Transparent Classroom. It is essential that families keep this information current.

Accidents and Illness

If your child is ill, please keep them home and email the classroom to inform the teachers.

In case of an accident or student illness at Classen, the school will immediately seek medical care for your child. We will consult the emergency information on file and notify parents as quickly as possible. If necessary, we will send the child, accompanied by a staff member, to the local hospital by car or ambulance.

We will provide copies of the medical information you have provided to medical personnel. Therefore, parents and guardians are required to disclose all medical and past illness information, as well as any special needs information to Classen. It is imperative that we have the correct data in case of an emergency. This includes, but is not limited to: allergies, medications taken while not at school, likelihood of seizures and any information that would typically be given to the admitting medical staff in an emergency.

All employees are committed to confidentiality. To share sensitive health and well-being information confidentially, contact the Head of School.

Health Issues Affecting School Participation

If your child is unable to participate in regular school activities, email your child's classroom and copy the Classen main office. The office staff will make sure the message is received while the teachers are with your children. If you anticipate that your child's health will keep them from being able to attend the necessary class days for completion of their school work, contact the Head of School immediately. Montessori school work happens at school and is rarely as productive at home as it is at school. For this reason, a Student Support Committee may be assembled in order to assess the need for accommodations.

Communicable Diseases

Some childhood diseases are contagious and require the school to send an exposure notice. Please contact the Classen office if your child has any of the following common communicable diseases:

- Head lice/nits
- Pink Eye (conjunctivitis)
- Chicken pox
- Strep throat

For more information on the communicable diseases, see the Cleveland County Health Department disease information page.

Students exhibiting symptoms of any communicable diseases are to remain home until they are symptom free for 24 hours without the help of fever reducing medication. Symptoms include but are not limited to:

- A temperature of 100.4° F or greater
- Vomiting
- Diarrhea

If you have any questions please contact the office and we can help answer any questions about when to return to school.

Covid Procedures

Classen follows the Center for Disease Control and Prevention guidelines. If you have any questions about Classen policy for Covid 19 please contact the Head of School.

Masking

Masks are optional indoors and outdoors for all ages. At Classen, we respect everyone's choice to mask or not mask, and "mask shaming" will not be tolerated. If you would like your child to mask at all times, email Crystal Alvarez Savic (crystal@cmsnorman.org) and we will help remind them.

Classroom Health Procedures

Except for special events, only students and staff are allowed to go beyond the main office.

All classrooms and offices have a HEPA filtration system running throughout the school day,

and we keep doors and windows open as much as reasonable. We encourage frequent hand washing throughout the day (including when entering the classroom, before and after eating, and after using the restroom, etc.) and hand sanitizer is provided when appropriate. Students have their own set of daily supplies to limit shared materials. Teachers regularly sanitize high touch surfaces such as doors handles and light switches. Janitorial staff deep clean the classrooms every week.

Medications

It is the goal of Classen to be as inclusive as possible, including providing care for children with various ongoing medical conditions. The following plan outlines our procedures for the conditions we currently accommodate:

1. We can accommodate children with anaphylaxis (severe, potentially life-threatening allergies) and asthma (chronic lung disease that impairs breathing).
2. Personal plan of care procedures provided by a doctor or parent will be kept for each child with one of the above conditions.
3. EpiPens, Inhalers and other as needed medications will be kept in the students' classroom.
4. All staff shall be instructed on inhaled medications and EpiPens at scheduled First Aid & CPR recertification. Therefore, there will always be trained staff on campus. Training of Inhalers and EpiPens will also be performed by the parent of the child in need of this type of treatment.
5. Parents/authorized guardians are required to provide written consent and instructions to administer medication treatments. All medications accepted must be in original containers and labeled with the child's full name.
6. We ensure that proper safety precautions are met, including the wearing of gloves to reduce exposure to bodily fluids, proper hand cleaning following glove removal and safe disposal of all contaminated materials.

7. 911 will be called for emergency medical incidents and/or for symptoms or reactions outside those addressed in the scope of the parent/written documentation. Emergency services may also be contacted for any medical situation which is outside the comfort or knowledge of the staff present on any given day.

8. Serious incidents will be reported to the Department of Social Service Child Care Licensing office and an Incident Report will be filed.

Sunscreen

Sunscreen should be applied before coming to school. Students may bring sunscreen and staff will encourage them to reapply throughout the day as needed. For students aged 3 to 4 staff will not assist in the reapplication but will coach as needed. Sun hats and UV clothing are very highly recommended. Sun hats may be required by the classroom as needed.

Safety and Emergency Preparedness

Students, faculty, staff, and visitors to The Classen campus must feel confident that their environment is safe and secure. Any event that threatens the safety or security of the campus is considered an emergency.

School Grounds Safety

Below is an extract of our safety and school grounds procedures:

- The school building doors to the outer perimeter are always locked.
- Children and staff are required to regularly practice fire, tornado and lock down drills.
- During lock down, no one will be allowed to enter the buildings until the lock down has been lifted. Blinds will be closed and all doors locked. If possible, and at the Head of School's discretion, an adult may be patrolling the outside grounds. This person does not have the authority to allow anyone but law enforcement into the buildings.
- During tornado drills, the children will be in the tornado shelter located in the main hallway.
- During fire or other emergencies that require evacuation of the school, the children will be at our primary Safe Area at the Christ Center Church located on the northeast corner of Lois and Classen Blvd.

- Only adults previously authorized to pick up the children will be allowed to pick up children during emergencies. You will need to sign for your child with the adult in charge. Teachers have, in their emergency kits, copies of the lists of authorized adults.
- School staff has been trained in CPR and First Aid. Accidents at school involving individual children may be treated at school. If the Head of School, Lead Teacher or staff in charge so determine, the parents will be contacted and/or the child will be taken to the nearest emergency room and/or emergency services will be contacted. If the child is taken to a medical facility, by the staff or by emergency services, a staff member will accompany the child if at all possible. After an accident or injury that causes harm, an incident report will be filed by the staff.

Severe Weather Procedures

If the National Weather Service has predicted weather conducive to tornadoes, or if a tornado threat develops throughout the day, and if you believe your child should be in your care on such a day, your child's attendance will be excused. If the tornado sirens are sounding, school doors will be locked and not unlocked until the tornado sirens are silent.

We monitor the National Weather Service weather forecast office in Norman which provides accurate and up to date information about weather conditions in Oklahoma and our surrounding areas. In the event that we need to shelter in place during the 8:30 a.m. - 3:30 p.m. school day, all classrooms will shelter in place in the central corridor of the Children's House building and in the interior bathrooms of the Elementary and Secondary building.

Once students and staff are safely sheltered, we will use our Remind Message system to notify you that this has occurred.

Academic Policies

Student Records

All information contained in a student's record is privileged and confidential. This information will not be released to anyone not directly related to implementing an educational program plan without written consent of the child's parent. The child's parent does not have access to the personal notes or meeting notes of staff.

A transcript is often required if you move to a new school. The transcript includes the end of your report and immunization records. Transcripts must be sent directly to the new school. Please complete the transcript form provided by the new school to begin this process.

Observations at Classen

We welcome visitors to our classrooms! Possible visitors include prospective students and their parents, other educators, benefactors and friends of the school. Current Classen parents are also invited to observe the classrooms on a predetermined schedule. If you are interested in arranging an observation, please contact your teacher or the main office.

Authentic Student Assessment

While Classen does not use a traditional grading system or report card to evaluate or communicate students' progress at school, there are many methods of assessment that take place in a Montessori environment.

Ongoing evaluation through observations, weekly quizzes, Mastery criteria, rubrics and much more occur daily, weekly and quarterly.

Teachers at Classen make daily observations and keep records of each student's performance. These observations are combined over time to determine students' progress and set future goals. Detailed observations and record keeping are at the heart of Classen's holistic process of evaluation.

Conferences

At Classen, conferences are an important part of the parent/teacher team. The purpose of conferences is to provide information about each student's growth in academic areas as well as aspects of the student's development.

Children's House	Elementary	Secondary
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Parent Teacher Conference* The parent and teachers meet <u>without</u> the student present.	Child/Parent/Teacher Conference* The student is present at the conferences and delivers the majority of the information.	Child/Parent/Teacher conference and/or Parent Teacher Conference
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*In addition to the scheduled parent teacher conference Third Year students have a bridging conference where they and their families meet with the next level teacher to begin preparing for the following year.

Please note that conferences cannot be rescheduled outside of the allotted time.

Other Parent/Teacher Meetings

Goal-Setting Meeting are scheduled in early fall for students who are new to Classen and sometimes students who are new to a classroom.

Teacher Meeting can be scheduled as needed throughout the year by contacting your child's classroom directly. Meeting requests should be limited to 40 minutes. If the topic of discussion cannot be resolved or clarified in 40 minutes please contact the Head of School.

Discipline Policies

Classen has three school rules.

We respect ourselves. We respect each other. We respect our environment.
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Classen Conflict Resolution/Problem Solving Approach

Disruptive behavior

In keeping with the Montessori philosophy, our policy is to guide children to develop their ability to make positive choices through concentrated work. In all areas, we assist children in developing self-discipline and the ability to control their own behavior. Natural and or logical

consequences are used as a means to help to develop the child's inner limits.

If a child is disruptive and or endangers others, staff immediately intervene in as positive a manner as possible. If an incident occurs, the staff member involved will submit a summary using the incident report form in Transparent Classroom. If a child has difficulties settling into the classroom, the teacher will redirect them to a positive activity. If the child is still not able to settle down, the teacher will intervene and may have the child remain in close proximity until calm.

If the behavior becomes extreme and/or frequent, teachers will schedule a meeting with the parent while the situation is fresh in the child's mind. The School Psychologist may attend the meeting if needed. Staff, parents and the child will work closely to modify the behavior.

If a pattern of disruptive behavior develops:

- Teachers will record behavioral observations and visually observe the child at all times until the behavior changes.
- The classroom will inform the students' parents and any appropriate staff members.
- The student, teachers, parents, school psychologist and Head of School will work closely together to modify the behavior. When appropriate, additional professional help will be sought.
- If a child persists in unprovoked, willful harming of others or continues to disrupt the class, after being reasoned with and experiencing consequences, the use of suspension may be employed.

Unacceptable Conduct

Classen defines unacceptable conduct as a behavior that creates unsafe or counterproductive conditions including, but not limited to, acts of bullying, physical violence, harassment, illegal acts and frequent disruption of the classroom learning environment.

Unacceptable conduct applies to students, parents and staff.

Procedures to be followed when a pattern of unacceptable conduct are identified as:

1. Verbal notification to each parent of the parties involved.
2. Consultation with parents and teachers and when appropriate the Head of School.

3. A written plan for subsequent actions and follow-up review.
4. If required, notification will be given to the relevant authorities.

Bullying policy

Classen believes that all students should have a safe and healthy school environment. The Board of Directors recognizes the harmful effects of bullying on student learning and school attendance and desires to provide a safe school environment that protects students from physical and emotional harm. Classen wants to promote mutual respect and acceptance. Classen employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

Bullying is taken very seriously by Classen administrators', teachers and Board of Directors. With the use of social emotional learning and the relationship building that is present in a Montessori classroom, behaviors and interactions which can devolve into bullying are consistently interrupted and redirected by staff and students alike. It is important to note that most student behaviors do not fall under the definition of bullying. Most student interactions during a school year fall under typical Child Development which can be resolved with the use of intentional direction from adults and conflict resolution.

Classen Montessori strictly prohibits bullying. Bullying creates an atmosphere of fear and intimidation and detracts from the safe environment necessary for learning and growth.

Definition

The American Psychology Association defines bullying as "persistent threatening and aggressive physical behavior or verbal abuse directed toward other people, especially those who are younger, smaller, weaker, or in some other situation of relative disadvantage. Cyberbullying is verbally threatening or harassing behavior conducted through such electronic technology as cell phones, e-mail, and text messaging."

In the Framework for School Wide Bullying Prevention and Safety created by the

National Association of School Psychologists bullying is defined as “unwanted, repetitive, and aggressive behavior marked by an imbalance of power. It can take on multiple forms, including physical (e.g., hitting), verbal (e.g., name calling or making threats), relational (e.g., spreading rumors), and electronic (e.g., texting, social networking).”

Reporting & Response

Students who feel bullied should promptly report such incidents to a teacher or administrator. Complaints will be investigated promptly and corrective action will be taken.

A student who violates the bullying policy will be subject to appropriate interventions, which may include, but not be limited to:

- Positive discipline
- Parental conference
- Loss of school privileges related to the bullying
- Exclusion from school-sponsored activities
- Referral to counseling/therapy outside of school

Bullying Prevention

The Montessori Peace curriculum and the Classen Mindfulness program both facilitate social and emotional learning that build and reinforce social, emotional and behavioral skills at every developmental level.

We recognize that bullying is a mental health and relationship concern which is why we work as partners with the parents to find the right support for every child.

We use a comprehensive approach focused on prevention and education, multi-tiered interventions and ongoing teacher training. We follow the guidance of the American Psychology Association as well as the National Association for School Psychologists.

Financial Policies

Tuition

Families may choose one of the following payment options:

- 1 Installment Tuition is due on September 1
- 2 Installments Tuition is due on September 1 and January 1
- 9 Installments Tuition is due on the first of the month from September to May

Unless released from Legally binding enrollment agreement by the Head of School, families who notify the school after March 1 that they are leaving in the upcoming school year will be held to the financial obligations. If you have questions, please contact the Head of School.

Late payments

The school operates on a budget and must meet its financial obligations promptly. To encourage timely payments of tuition, we charge delinquent parents a late fee of \$50 if paid after the 5th of the month. Any balances unpaid by the last day of the month will accrue a charge of 10% per annum until paid in full. There is a \$30 fee for returned checks.

Enrollment Fee

A one-time, non-refundable enrollment fee is due with the enrollment agreement in February.

Fundraising

Annual Fund

Your support of the Friends of CMS Annual Fund allows us to increase the educational opportunities available to our students without the need to consistently raise tuition or wait for the budget cycle in order to allocate needed funds. ***An investment in the Friends of CMS annual giving fund is an investment in our students and their success. Please contact CMS board member Leah Wall-Pollen (board@cmsgnorman.org) to learn more about our annual fundraising goals and initiatives.***

Giving Policy

Classen accepts both unrestricted and restricted gifts. It is important to note that unrestricted gifts provide the school with the freedom and flexibility to apply the gift to any priority. While some will choose to restrict their gifts to a specific priority, our hope is that most donors give unrestricted gifts to enable Classen to have the flexibility to make certain that every need is funded.

Classen will not accept restricted gifts that (a) Would result in class and violating its articles of incorporation, (b) Would result in Classen losing its status as a 501(c)(3) not for profit organization, (c) Are too difficult or too expensive to administer in relation to their value, (d) Would result in any unacceptable consequences for Classen or (e) Are for purposes outside of the classroom school's mission. Decisions on the restrictive nature of gifts, and its acceptance or refusal, shall be made by the Head of School in consultation with the Friends of CMS and the Board of Directors.

Tax Deductible Donations

Classen is a non-profit, 501(c)(3) organization and all donations to Classen are tax deductible to the extent permitted by law. All donors are responsible for obtaining their own tax and legal advice. Classen is responsible for providing donors with receipts for annual fundraising and capital campaign gifts.

Contact information

Classen Administration Office	Samantha Harding	sam@cmsnorman.org admin@cmsnorman.org
Contact for positive COVID results, immunization and medications, illness notifications, records transfers and transcript requests, calendar events, or pickup/dropoff messages (also include classroom on correspondence)		
Head of School	Kristen Hill	kristen@cmsnorman.org
Contact for school philosophy, policies/procedures, parent participation, teacher performance, personnel issues, unresolved issues, suggestions for future growth of our school, infectious disease questions, or any question/concerns not listed elsewhere		
School Psychologist	Crystal Alvarez Savic	crystal@cmsnorman.org

Contact for questions involving the development of your child, parenting strategies, behavioral/social/academic concerns at home or school, coordinating with outside providers, parenting and Montessori learning resources, or any other developmental/adjustment/parenting strategy support questions.

Children's House

Maple	Cheyenne Myers Rachael Wisner	cheyenne@cmsnorman.org rachael@cmsnorman.org
Redbud	Sheetal Jayswal Hailey Wilson	sheetal@cmsnroman.org hailey@cmsnorman.org

Lower Elementary

Cypress	Liz Ryder Cheryl Husbands	Lizcmsnorman.org cheryl@cmsnorman.org
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Upper Elementary

Sycamore	Shayla Williams Kenda Tyler	shayla@cmsnorman.org kenda@cmsnorman.org
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Secondary

Ponderosa	Keisha Beasley Kenda Tyler	keisha@cmsnorman.org kenda@cmsnorman.org
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Farm School

	Kate Newton	kate@cmsnorman.org
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Music (Children's House)

	Kate Newton	kate@cmsnorman.org
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American Sign Language (El & Sec)

	Kenda Tyler	kenda@cmsnorman.org
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French (Children's House)

	Cristianna Holten	cristianna@cmsnorman.org
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