

# Clark Montessori

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Student Planner 2016-17

This planner belongs to:

NAME

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ADDRESS

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PHONE NUMBERS

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ADVISOR NAME & PHONE EXTENSION

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GRADE

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## Clark Montessori Overview, Vision, Mission, and Goals

### Overview

Welcome to the 2016-2017 school year and to our school community! As a Montessori school, we emphasize the total development of the child; therefore, while at Clark Montessori, all community members -- students, parents, and teachers -- are expected to work together to foster learning, growth, and development. We recognize the following responsibilities:

- ❖ Students are expected to attend school and class daily, to be actively involved in their learning, to complete all class and homework assignments, and to conduct themselves appropriately and politely.
- ❖ Parents are expected to support Clark's educational endeavors by monitoring their child's attendance, participation, homework, PowerSchool, behavior, and community service. Clark also asks that parents attend community and school activities, and volunteer when possible.
- ❖ Teachers are expected to provide each student with the highest quality of instruction available in order to help each person develop intellectually, emotionally, socially, and physically.

Students excel when success is expected and encouraged, and when they are challenged. With this in mind, it is essential that each community member hold high expectations for himself/herself and for others. In addition, each community member must understand his/her role and accept responsibility for contributing to the success of the community.

### Vision

Montessori's essential priorities involve creating an environment that enhances the adolescent's ability to:

- ✓ Find one's place in society
- ✓ Understand the connection between finding one's place in society and the nobility of all types of work
- ✓ Experience and learn the lessons of living in community
- ✓ Believe in the dignity of humans and that the world is a place of hope and progression of the human spirit

### Mission

To fulfill this vision, our school seeks the highest and most complete academic environment for each student and to form a human community that nurtures an atmosphere of caring and sets a thoughtful social climate. We strive to be a community of adults and teenagers who respect each other's deepest personal and human qualities.

### Goals

Through the Montessori Philosophy, we have come to have several goals:

1. **Learning** – We ask and expect commitment to learning in the broadest sense of the word.
2. **Community** – We ask and expect commitment to the fostering and nurturing of relationships that builds community.
3. **Hard Work** – We ask and expect commitment to the effort and willingness to meet difficult challenges, both personal and academic.
4. **Respect** – We ask and expect commitment to manners that show our respect and caring for others.
5. **Peace** – We ask and expect commitment to building a community that values the complex global and personal aspects of peace.

**Clark Montessori Contract**

Each Clark Montessori student, as he/she grows and matures, assumes more responsibility for supporting the values of the community. He/she makes five special promises:

1. **The promise to build community.** This means that students at Clark agree not to form cliques or become dependent on their friends at the exclusion of others. Each Clark student promises to value friendliness, openness, and helpfulness to every other student. Each Clark student promises to act in ways that demonstrate the above stated values to others.
2. **The promise to be guided in the dealings with others by the principle of human-heartedness.** We make a commitment to value and respect each other as individuals. Students at Clark promise to strive to understand the special personal and human qualities of others.
3. **The promise to take responsibility for personal intellectual growth and the educational environment of the school.** On school nights, each Clark student is expected to set aside time (two hours in junior high and three hours in high school) for studying, reading, and the completion of homework. School nights include Sunday, Monday, Tuesday, Wednesday, and Thursday evenings. Students are expected to work hard at meeting Clark’s educational challenges. Students promise to fully engage in classroom activities and to complete work that is original and of high quality.
4. **The promise to participate in unique learning opportunities offered at Clark (such as field studies and student-led conferences) with a positive attitude and vigor.** Students at Clark understand that overnight field experiences are unique requirements to Clark Montessori and serve to fulfill Maria Montessori’s vision of learning beyond the classroom. Clark students are expected to participate in preparation activities as well as actual events, which often extend the regular school day into evenings and weekends. *Clark students are expected to pay prior to the field experiences in which they participate. The school sponsors numerous fundraisers so that students can raise the money to pay for these field studies either through school-sponsored fundraisers or through their family’s contribution.*
5. **The promise to participate in community service.** This means that students at Clark are expected to fulfill a specified amount of hours of community service and to submit written documentation attesting to this service. Students may not receive financial compensation; service is to be completed for the benefit of others rather than of self. Service hours earned during the summer months are encouraged provided the proper paperwork is submitted.

Clark Montessori Contract

Students who attend many of Cincinnati Public Schools are asked to sign a contract. At Clark Montessori, students and parents are asked to commit to the extra work and time needed to make ours a unique school. Therefore, we ask that your family periodically review the goals and promises that you made when you signed the Clark Montessori Contract. If it becomes apparent that a student is not actively working toward meeting the goals of hard work, respect, peace, learning, and community, it will be in that student’s best interest to find a school more suitable to his/her personal goals. The teachers will make every effort to work with the student and parents to make the best choices for academic, social, and emotional success. I have read and understand the Clark Montessori Contract.

\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

### **Parent/Guardian Communication with Teachers**

**Rationale: *Montessori parents show respect for staff in word and deed.***

At Clark, parents are an essential part of the Montessori triangle. Teachers rely on parent support at home to ensure their child is successful, just as parents and students rely on teachers to support students in their learning process.

Parents are welcome at the school and are encouraged to take part in scheduled conferences with teachers. In order to maintain the least disruptive environment to the classroom and ensure respectful use of teachers' time, parents will:

- ✓ Schedule an appointment to ensure the teacher can prepare for the meeting and can provide the time to discuss the parent's reasons for requesting the meeting.
- ✓ Sign in at the Main Office upon arrival.
- ✓ Wait for an escort to the teacher's classroom or meeting space.

These expectations are to be followed during and outside of school hours.

### **Common Classroom Policies**

At Clark, students and staff sign a contract in which they promise to join a community of teenagers and adults who respect each other's deepest personal and human qualities, a community that encourages meaningful contributions to society and promotes healthy challenges, a community that embraces both peace and beauty. The policies below identify the expectations that students and staff will follow as a way of upholding that contract.

#### **1. Behavioral Policy**

**Rationale: *Montessori students reflect the best of global society.***

- ✓ Students respect all community members in word and deed.
- ✓ Students respect materials and work spaces.
- ✓ Students follow the directions of all staff members in the building.
- ✓ All students and staff members treat each other with respect and courtesy.

#### **2. Discipline Policy**

**Rationale: *Montessori students and teachers take responsibility for maintaining a community that fosters personal growth.***

- ✓ At Clark Montessori, staff members make every effort to remind and encourage students to keep their Montessori promises and follow the established school guidelines using firm, friendly, pro-active approaches. These pro-active approaches include:
  - Positive interactions
  - Request to change behavior
  - Classroom agendas
  - Private conversation with student
  - Parent contact
  - Rule/promise reminder
- ✓ Occasionally, more assertive action may be necessary, especially in cases of chronic failure to follow promises/guidelines. These approaches include:
  - Before school, lunch, and/or after school detentions
  - Conference with staff member, team, and/or administration
- ✓ On those occasions when it becomes necessary to refer a student to the office, the following actions may be used:
  - Parent Conference
  - Friday School/Saturday School
  - In-School Suspension
  - Emergency Removal
  - Alternative to Suspension (A2S)/ Alternative to Expulsion (A2E)

Cincinnati Public School Board Policy 5600 - **STUDENT DISCIPLINE**

The Board of Education acknowledges that conduct is closely related to learning - an effective instructional program requires an orderly school environment and the effectiveness of the educational program is, in part, reflected in the behavior of students.

The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions. The Board has zero tolerance of violent, disruptive or inappropriate behavior by its students.

The Board shall require each student of this District to adhere to the Student Code of Conduct/Student Discipline Code adopted by the Board and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

- A. conform to reasonable standards of socially-acceptable behavior;
- B. respect the person and property of others;
- C. preserve the degree of order necessary to the educational program in which they are engaged;
- D. respect the rights of others;
- E. obey constituted authority and respond to those who hold that authority.

The Superintendent, principals, and other administrators shall have the authority to assign discipline to students, subject to the Student Code of Conduct/Student Discipline Code and, where required by law, to the student's due process right to notice, hearing, and appeal.

Teachers, school bus drivers, and other employees of this Board having authority over students may take such action as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of this Board and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

Cincinnati Public School Board Policy 5517.01 **Bullying and Other Forms of Aggressive Behavior**

The following policy shall be in accordance with applicable State and federal laws.

Bullying, harassment, and intimidation, of any student, by any means, by any student or school personnel, on school property, at a school-sponsored event, or on school-provided transportation, is strictly prohibited. Disciplinary action, including the possibility for suspension or expulsion, will be taken against any student found responsible for harassment, intimidation or bullying.

"Bullying, harassment, or intimidation" means either: violence within a dating relationship; or any intentionally written, electronic act (an act committed through the use of cellular telephone, computer, pager, personal communication device, or other electronic communication device), verbal, graphic, or physical act that a student or group of students exhibit more than once, toward another particular student(s) and the behavior both:

- A. Causes mental or physical harm to the other student(s); and,
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

"Bullying, harassment, or intimidation" includes, but is not limited to, conduct that is based on a student's actual or perceived race, color, national origin, sex, disability, sexual orientation, gender identity or expression, religion or any other distinguishing characteristics that may be defined by the district or state educational agency. This also includes association with a person or group with one or more of the above mentioned characteristics, whether actual or perceived.

Students and parents/guardians should report prohibited incidents and conduct of bullying, intimidation, and harassment to any teacher, school administrator, or staff member; any incident may be reported anonymously.

## **SUICIDE PREVENTION**

Students face a wide range of issues and concerns that can have a substantial impact on their ability to learn and on their engagement with school. Perhaps the most severe issue faced by students is that of depression accompanied by suicidal ideation. The school district takes these mental health issues seriously. To further this objective, the Superintendent shall develop and implement administrative guidelines whereby members of the professional staff understand how to use an intervention procedure.

### **3. Class Time Policy**

**Rationale:** *Montessori students show respect for learning.*

- ✓ Students remain in class during instructional time and leave only with a written pass (on pass pages attached in student's own Clark planner).
- ✓ Students use class work-time for on-task work only.
- ✓ Teachers plan appropriate educational activities that occupy the entire class period.

### **4. Grading Policy**

**Rationale:** *Montessori teachers establish clear expectations for and communication of evaluation.*

- ✓ Teachers keep students and parents informed of the students' progress in their classes.
- ✓ All members of the Montessori Triangle have a responsibility to promote student success in the classroom. Teachers are expected to update their grades in the district's electronic gradebook, Powerschool, every two weeks. Parents are expected to consult Powerschool on a regular basis as the best way of keeping track of their student's progress in all classes. Students are expected to understand their courses' goals and objectives and periodically self-evaluate.

### **5. Opening Class Procedure Policy**

**Rationale:** *Montessori students and teachers establish procedures that lead to independence and respect.*

- ✓ Students enter the class, prepare materials, and begin opening routine before the tardy bell rings.
- ✓ Students come to class with all necessary supplies.
- ✓ Teachers have an opening procedure clearly posted in the classroom for students to follow for that day.

### **6. Late Work Policy**

**Rationale:** *Montessori students and teachers observe timeliness.*

- ✓ For late work when there is not an excused absence from school:
  - Homework submitted after the teacher has collected work is late.
  - Late work will be penalized. See individual teacher's grading policy for details.
- ✓ For late work due to an excused absence from school:
  - On the day that he returns to school, a student presents a note from the parent. In the note, the parent states the specific reason for the student's absence. Failure to bring a parent note or being absent for a non-excused reason constitutes an unexcused absence. Notes submitted after the day the student returns to school are not accepted. Students may not make up work if their absence is unexcused.
  - In the case of a single day absence, if a student is absent for a test, he/she will be expected to take the test the day he/she returns.
  - In the case of extended absence (more than one day), students should negotiate extensions on assignments with teacher(s).
  - Longer assignments (more than one week) are due regardless of absence. In rare cases, a student may negotiate an extension with teacher(s).
  - Extensions are not granted to students with chronic attendance problems except in the case of a documented medical condition.

## **7. Summer School/Retention Policy**

### ***Rationale: Montessori students show progress and mastery of grade-level work***

- ✓ Students who successfully complete all grade-level coursework will be promoted to the next grade at the completion of the school year.
- ✓ Students who fail semesters of core classes will be required to attend and successfully complete summer school in order to be promoted to the next grade.
- ✓ Students may take a maximum of two courses in summer school.
- ✓ Students who fail 3 or more core classes have not demonstrated mastery of the curriculum and will be retained in their current grade level.

## **8. Academic Dishonesty Policy**

### ***Rationale: Montessori students value learning and integrity.***

- ✓ In order to ensure that student work on major essays is truly their own, all students will submit those papers on an electronic screening device like Blackboard or turnitin.com.
- ✓ Academic dishonesty occurs when a student makes no effort to be the author of an assignment. Rather than explaining a topic in his/her own words, a student who is plagiarizing relies on the words or thoughts of another person to explain the topic of the assignment. Under this definition, plagiarism can occur even when a student has acknowledged in the assignment another person's work by giving the original author credit for the work that was used.
- ✓ Plagiarism involves either directly transcribing another person's work without quotation and citation or when paraphrasing without citation. Using the wording or ideas from books, newspapers, magazines, websites or other students' work is not permitted.
- ✓ Plagiarism policies apply to all subjects and assignments, not just in English class. Cheating on tests, quizzes or copying homework are also forms of academic dishonesty. Any attempt to present another's work as one's own work is plagiarism.
- ✓ Students who knowingly allow others to copy their work are also at fault. Those students will be assigned a consequence according to the academic dishonesty policy.
- ✓ Consequences for acts of academic dishonesty during any time in a student's academic career include the following:
  - 1st time: "0" on the assignment, parent notification, and administration notification.
  - 2nd time: "0" on assignment; mandatory meeting with student, teacher, parent, and administrator prior to the student returning to school.
  - 3rd time: "0" on assignment; mandatory meeting with student, teacher, parent, and administrator prior to the student returning to school. A note of plagiarism will be placed on the student's discipline record. If 3rd offense occurs in same class and school year, then the student will fail the quarter.

## **9. Dress Policy**

### ***Rationale: A Montessori student's job is learning to dress like a professional.***

- ✓ Students may not wear hats, visors, bandanas, du rags, scarves, sweat bands, or hoods in school at any time. All head coverings should be placed in lockers at the beginning of the school day. From 7:25AM to 2:30PM, they may not be worn in the hallways, in classrooms, or at lunch.
- ✓ Hair bands and barrettes are acceptable.
- ✓ Shirts or blouses must cover the chest, shoulders, stomach areas, and the back; cleavage and bra straps should not be visible.
- ✓ Straps on shirts must be a minimum of 3 fingers wide.
- ✓ No muscle shirts or jerseys with gaping openings around the arms. (Wearing a t-shirt under a jersey is appropriate if necessary.)
- ✓ Shorts, dresses, skirts, skorts or pants must cover undergarments.
- ✓ Shorts, dresses, skirts, or skorts must fall below the fingers of the extended arm and be mid-thigh in length.
- ✓ Clothing must be free of offensive language and refrain from promoting illicit behaviors (i.e. drug and/or alcohol use).
- ✓ Students dressed inappropriately will be asked to change.

- ✓ In the case of a student who continuously disregards the dress policy, the student will be referred to the office.

#### **10. Food and Gum Policy**

**Rationale: *Montessori students respect the environment.***

- ✓ Only fresh fruit and fresh vegetables may be eaten in class and in the hallways.
- ✓ Only unsweetened, unflavored water in a clear water bottle may be consumed in class and in the hallways.
- ✓ Gum is not permitted to be chewed in school at any time, including before and after school and during lunch.

#### **11. Random Searches**

**Rationale: *It is the responsibility of all persons in a Montessori school to make sure the school feels safe and drug free.***

- ✓ Per Cincinnati Public Schools guidelines, the school reserves the right to conduct random and unannounced personal searches of students during school hours or during school-sponsored activities.
- ✓ Students will be subject to searches by metal detectors and/or by hand on a random basis, or with reasonable suspicion, by district administrators or security personnel.
- ✓ The district may search a student's outer clothing, pockets, book bags or other property, including a student's locker and a vehicle driven to school by a student and parked on school property. The student to whom the locker has been assigned is considered the owner of whatever material is found in that locker during a search.
- ✓ Students have no expectation of privacy in cell phones or other electronic devices brought to school. If there is a reasonable suspicion that a search will reveal a violation of school rules, cell phones and other electronic devices may be confiscated and searched, including calls, emails, contacts, texts, and other communications or internet access.

#### **12. Cell Phone and Portable Electronic Device Policy**

**Rationale: *A Montessori student avoids distractions.***

- ✓ Cellular phones, electronic music devices, handheld games, etc. that would cause a disruption to the educational process or school functions are not permitted to be used during class time and between classes. Clark Montessori is not responsible for loss or theft of any electronic equipment or personal items.
- ✓ **High school only:** Phones and portable electronic devices may be used during lunch time only. Phones are not permitted in the hallways, bathrooms, main lobby, the field, or any other area that is not the cafeteria. Phones must be powered off during all other times.
- ✓ **Junior high only:** Phones are not permitted during any time of the school day, including lunch. Phones must be powered off from 7:25AM to 2:30PM.
- ✓ Improper usage of electronic equipment that also violates another section of this student handbook, for example, academic dishonesty, shall result in the following consequences:
  - After the first offense of the semester, the parent can pick up the device from the Main Office after a 24 hour period.
  - After the second confiscation of the semester, the parent can pick up the device from the Main Office after a 48 hour period.
  - After the third confiscation of the semester, the parent can pick up the device from the Main Office after a 72 hour period and completing a parent conference.
  - After the fourth confiscation of the semester, the device will be returned to the student at the end of the semester.
- ✓ A student's refusal to surrender cell phones or portable electronic devices to school personnel will result in the student serving a Friday School. The cell phone or portable listening device will be returned to the student on the Monday after the serving of the Friday School.
- ✓ Clark follows the following CPS definitions and policies for use of cell phones for bullying or sexting:

Bullying can be in many forms: verbal, written, physical, graphic, electronic or cyber  
“Sexting” – It is a crime to create, send or possess sexually explicit photos of a minor.  
Consequences for students convicted of sexting have varied. Any student over the age of 14 can be charged as an adult.

Sending Images is considered a Felony of the Second Degree which may result in 2 – 8 years in prison and possible fine of \$15,000.

Possessing Images is considered a Felony of the Fifth Degree which may result in 6 – 12 months in prison and a possible fine of \$2,500.

Students who were convicted of sexting could be labeled as a Tier II Sex Offender, which means the student must register with the Sheriff’s Office for the next 25 years, the student would be banned from certain jobs and places to live, the student’s name is posted on Web sites, and the student must inform his/her employer of his/her Tier II Sex Offender status.

- ✓ Students who receive an inappropriate image should let their parents or school officials know immediately.
- ✓ Students who are promoting either bullying or sexting on social network sites are subject to school discipline when the comments posted on a social networking site lead to a disruption to the educational atmosphere of the school.

### 13. Locker Policy

**Rationale: Montessori students value organization.**

- ✓ Students are assigned a specific locker for the school year. Students may use only the locker that they have been assigned to store their materials.
- ✓ Students are responsible for maintaining a lock on their locker. Locks are to be used by students at all times throughout the school year.
- ✓ Students are responsible for the content of their lockers. Students are expected to store their valuables *and personal possessions (headgear, lunch, electronics, and cell phone)* in their own locked locker. Possessions not secured in a locked locker (including the gym lockers) are the sole responsibility of the student.
- ✓ **High school only:** Grade level teams are responsible for providing students a lock for their lockers. If the student does not return the lock at the end of the school year, there will be an assessment on his/her student fees. If the student does not return the lock at the end of the school year in working condition, there will be a \$5.00 lock replacement fee on his/her student fees.
- ✓ **Junior high only:** Students must provide their own locks.

### 14. Student Absences from School Policy

**Rationale: Montessori students recognize the importance of true participation.**

- ✓ Daily school attendance is critical to academic success. Every effort should be made to attend school each day.
- ✓ Students are required by state law to attend school daily unless absent due to religious holiday, illness, death in immediate family, or other reason pre-approved by the office. Absence for any other reason is considered an unexcused absence. Examples of unexcused absences are missing the bus, oversleeping, and car trouble.
- ✓ If a student, the day he/she returns to school, presents a written note from a parent the absence becomes an excused absence. **If no written note is presented the day the student returns to school, the absence is unexcused.** Work may be made up in the case of excused absences only.
- ✓ When a student is absent, the parent must do two things:
  1. Call the Main Office prior to 8:00 a.m. so that the attendance monitor can verify the absence. 363-7172.
  2. Provide a written excuse for the absence upon **the day the student returns to school.** The written note serves as confirmation of the student’s absence and will be kept on file. This note will allow the student to make up any work that was

missed during the absence. The note is due on the day the student returns to school. Late notes will not be accepted.

- ✓ In cases of extended absence, please notify the student's community teachers or advisor. A packet of work can be prepared to help the student stay up-to-date on his/her work. Upon the return to school, the student should plan to spend time before or after school to make up missed work. The student must submit a note from a doctor to verify absence.
- ✓ Chronic Absenteeism is defined as follows: five (5) consecutive absences; or seven (7) absences in a quarter; or twelve (12) absences in a school year. Chronic Absenteeism will result in the referral of the family to Juvenile Court (per State of Ohio policy).

#### **15. Early Dismissal Policy**

**Rationale:** *Montessori students take responsibility for planning ahead.*

- ✓ Before 7:30 a.m., students must present a note from a parent or guardian to the Main Office requesting an early dismissal. The note should contain the following: date, reason for dismissal, time of dismissal requested, mode of transportation that student will use, and a daytime telephone number where the parent/guardian can be reached for verification.
- ✓ Students with an early dismissal must leave the school grounds promptly at the time of the parent/guardian's dismissal pickup. Loitering in school, on the grounds, or in close proximity to the school after the early dismissal has been granted will result in revocation of the dismissal and disciplinary action.
- ✓ Parents/Guardians are required to sign out students who have early dismissals by visiting the Main Office. The office will call the classroom to notify the teacher and student of an early dismissal when the parent/guardian signs out the student.
- ✓ Students may not use early dismissal time to complete community service hours or to work a paid job.

#### **16. Tardy and Skip Policy**

**Rationale:** *Montessori students and teachers value their time in the learning environment.*

- ✓ Students who arrive late to school because of a late school-route Metro bus must pick up a Late Bus Pass from the attendance staff who identifies the late bus as the reason for their tardiness to school. These tardies are the only excused tardies to class and will not result in the consequences identified below.
- ✓ Students who are not tardy to school because of a late school-route Metro bus must sign in in the Main Office. These tardies are unexcused and will result in the consequences listed below.
- ✓ The only excused tardy (other than excused for a late bus) requires a note from a doctor identifying the medical condition that prevented the student from arriving on time to school.
- ✓ **Unexcused** tardiness to school will accumulate over each semester with the following consequences:
  - **1st and 2nd tardies** in a semester are logged but do not receive a consequence. These two tardies should be ample to cover situations such as traffic, car problems, and oversleeping.
  - **3rd tardy** results in student being assigned a Friday School (with parent phone call indicating case will be turned over to school social worker on the next offense). NO CREDIT FOR MISSED WORK beginning with the 3rd tardy.
  - **4th tardy and beyond** result in student being referred to school social worker and assigned Friday school.
- ✓ Consequences for tardiness to class other than first bell are left to the individual teacher's discretion.
- ✓ Students who skip a class or school are automatically assigned a Friday School or Saturday School. In addition, the teacher whose class the student skipped may give no credit for the work that was due on that day.

### **17. Cafeteria/Lunch Bell Rules**

**Rationale: *Montessori students take responsibility for behaving appropriately***

- ✓ Always show grace and courtesy.
- ✓ Keep eating areas clean.
- ✓ Use inside voices always.
- ✓ Find a seat to eat. One student per chair.
- ✓ Clear away trash from table when finished.
- ✓ Students may not take food out of the cafeteria to consume in the hallway, on the field, or in classrooms.
- ✓ May go outside on out-days (No food or drink beyond courtyard, including the field, and students must stay outside until the end of the lunch bell).
- ✓ Students who choose to eat in the courtyard are responsible for cleaning the tables and throwing away trash.
- ✓ Students need pre-signed pass to visit teacher's room during lunch.
- ✓ Students may not enter other areas of the building during lunch.
- ✓ Restroom use is monitored by staff.
- ✓ Rules will be enforced with the discretion of the staff monitors on duty.
- ✓ Remember lunch is a time for all to relax and to regenerate.

### **18. Eligibility Policy for High School Sanctioned Sports and Clubs**

**Rationale: *Montessori students who put academics first are encouraged to pursue interests that enable them to become well rounded people.***

- ✓ Students in Grades 9-12 in the Cincinnati Public Schools who wish to participate in extracurricular activities must maintain a 2.0 GPA on a 4.0 scale and pass 5 credit hours' worth of classes. Semester, final, rubric or summer school grades have no effect on eligibility. There is no provision for mid-term eligibility or Academic Probation. Eligibility is established on a quarterly basis with no exceptions.
- ✓ For junior high eligibility, please refer to the Athletic Director.
- ✓ Students are expected to follow Clark's core values at all times while participating in the sport or club.
- ✓ Any student with a GPA less than 2.0 but greater than 1.0 during the immediately preceding grading period who has passed 5 credit hours' worth of classes, may participate in extracurricular activities provided he/she actively participates in Clark's Academic Intervention Program. Failure to participate in this program until the conclusion of the quarterly grading period will result in ineligibility.
- ✓ The Academic Intervention Program is a service provided by faculty, staff and qualified volunteers three days a week at Clark to address the three following areas:
  - Completion of homework
  - Timely completion of reading/writing assignments and independent projects
  - Tutoring needs
- ✓ This is a joint effort of the Clark faculty, Athletic Department, staff and the Clark Montessori Athletic Boosters Club. Any high school student who is struggling in one or more subject areas may participate in this program regardless of participation in an athletic or extracurricular program.
- ✓ Students may not receive community service credit for extra-curricular activities that occur at school or outside of school during the school day.
- ✓ Students will only be permitted to participate in extra-curricular activities if they are at school by no later than 11AM on the day of the activity. For weekend activities, students must be at school on the previous Friday by 11AM.

### **19. Before-school Policy**

**Rationale: *It is the responsibility of all persons in a Montessori school to make sure the school feels safe, including before school hours.***

- ✓ If students arrive to school before 7:15 A.M., they should head directly to the cafeteria to get breakfast, quietly socialize, or study.
- ✓ Breakfast is not permitted outside of the cafeteria.

- ✓ The lobby is not to be used before school as a gathering place for students. Students are welcome to gather in the cafeteria instead.
- ✓ At 7:15 A.M., as students arrive to school, they should go to their lockers.
- ✓ Student should remove the supplies needed for their morning classes and store coats/jackets, hats, lunches, after-school snacks, gum/candy, electronic items, and other such items in their lockers.
- ✓ Blocking passageways, running, loud talking, eating/drinking in halls or classrooms, and other inappropriate behaviors are not permitted.
- ✓ Students should use the restroom before class.
- ✓ Students should enter the classrooms quietly and place items for class at their table beginning at 7:25. At 7:30, students should be prepared for class to begin.

#### **20. After-school Policy**

**Rationale: It is the responsibility of all persons in a Montessori school to make sure the school feels safe, including after school hours.**

- ✓ At 2:40 PM, all students who are participating in after school activities must be either with a coach/teacher or in the cafeteria. Students are not permitted in any other area of the building.
- ✓ In order to participate in afterschool extracurricular activities, students who are in the cafeteria after school are expected to use this time as a quiet study hall.
- ✓ Students are expected to immediately leave the campus when their afterschool activity is completed. Timely parent pick-up is required to ensure the safety of all students.

#### **21. Medication Policy**

**Rationale: It is the responsibility of all persons in a Montessori school to make sure that students are safe.**

- ✓ School personnel are prohibited from dispensing any medication (including aspirin, Tylenol, Advil) unless the 'Administration of Medicine' form, completed and signed by the parent and physician, is on file in the Main Office.
- ✓ If medication is prescribed by a physician, authorization signed by the physician must be on file in the Main Office.

#### **22. Computer Acceptable Use Policy (AUP)**

**Rationale: Montessori students show respect for learning.**

- ✓ The purpose of providing access to the Internet in schools is solely for the support of the educational objective of the Cincinnati Public School district. Any other uses such as sending or receiving copyrighted material, threatening material, obscene material, or material protected by trade secrets is illegal.
- ✓ The Cincinnati Public School District restricts student access to inappropriate Internet sites through software filtering and blocking programs.
- ✓ The use of the Internet is a privilege, not a right, and inappropriate use of the Internet will result in a cancellation of those privileges. The system administrator will decide what is inappropriate and this decision is final. Cincinnati Public School District administration, faculty, and staff may request that the system administrator deny, revoke, or suspend a student's account.
- ✓ The Computer Acceptable Use Policy must be signed by students and their parents/guardians each year as the AUP is revised annually.
- ✓ Internet privileges will be denied or revoked if a student does not abide by the following basic rules of network etiquette.
  - Be polite and use appropriate language at all times.
  - Do not receive or transmit obscene or pornographic material or post chain letters (spamming).
  - The use of chat features such as Google Chat are prohibited.
  - Never give out personal information such as address, phone number, or names of family members.

- Be aware that electronic mail (e-mail) is NOT private. Network administrators have access to ALL e-mail and will report ALL messages relating to or supporting illegal activities, criminal or gang activity, or harassment.
- Use the network in a way that will not disrupt the use of the network by other users.
- Playing games without teacher permission is prohibited.
- Be aware that the Cincinnati Public School District's policies on "Plagiarism/Cheating" and "Sexual Harassment" apply to Internet conduct.
- Do not purchase goods or services over the Internet.
- Do not subscribe to list-services or news groups without a supervising teacher's permission and do not post personal messages on "bulletin-boards" or "list-serves."

### **23. Fire Safety Procedures and Policy**

**Rationale: It is the responsibility of all persons in a Montessori school to make sure the school is safe**

#### **Procedure during class time**

1. Students exit classroom via doors and WALK quickly and SILENTLY in an orderly fashion.
2. Students evacuate the building without talking. Talking is not permitted during the Fire Drill.
3. Classes gather at their designated location on the field.
4. Students must remain in orderly and silent lines until the all clear signal is given.
5. Staff may assign a Friday School to students if necessary.

#### **Procedure during lunch**

1. Students WALK quickly and SILENTLY to their assigned place on the field.
  - High School students- report to 4th bell teacher.
  - Jr. High students – report to community teachers.
2. Students wait in orderly and silent lines for their teacher or other supervising adult.

All school personnel, parents, guests, and community members are to participate in all fire drills.

### **24. Community Service**

**Rationale: Montessori students value community.**

#### **Junior High School**

- ✓ In junior high, students are expected to fulfill 36 hours of community service (18 hours per semester) balanced between family, school, and the broader communities. Service hours are to be completed in a variety of settings, serving the family/home, the school, or the broader community. Each semester, students should perform their hours balanced between six (6) hours of service to their families, six (6) hours to their community, and six (6) hours to their school. Arrangements for staying after school with teachers, custodians, lunchroom staff, and office staff should be made in advance.
- ✓ Students are encouraged to look for ways that they may provide service to the school/classroom as well as to their community and family.
- ✓ Arrangements for staying after school with teachers, custodians, lunchroom staff, and office staff should be made in advance. Service hours earned during the summer months are encouraged provided the proper paperwork is submitted.
- ✓ Students may only use the community service sheet within this planner for school-related activities.

#### **Senior High School**

- ✓ In high school, students are expected to complete 50 hours of community service by the end of each academic year **outside of the regular school day.**

- ✓ Social service agencies are the preferred place for a student to complete community service hours.
- ✓ UGive is an electronic system that keeps track of a student's community service hours. It is the preferred way that students may log in their community service hours that they have earned for the year.
- ✓ Students may also submit community service hours to their advisor by having the supervising official of a social service agency send a letter on the agency's letterhead or an email to the advisor that identifies the hours completed and contact information of the agency.
- ✓ Students may only use the community service sheet within this planner for school-related activities.
- ✓ Community Service must be done with groups or events when their aim is to benefit the community at large. Religious organizations are acceptable only when serving the broader community. Hours spent helping religious groups in worship, fundraising, or celebrations are not acceptable. Helping in the on-going operations of a for-profit business is also not acceptable.
- ✓ The student's advisor is responsible for monitoring the completion of those hours. If a student falls behind in the completion of those hours, the student's advisor will work with him/her to develop a plan to get those deficient hours completed.

## 25. Planner Policy

### ***Rationale: Montessori students value organization.***

- ✓ All students must have a planner. The \$5 cost of the planner is included in the fall bill. Students are expected to record all assignments in their planner. In addition, students must have their planner with them at any time when they leave a classroom during class time.
- ✓ Students must use the planner for hall passes. If a teacher is requesting a student for a particular bell, the teacher may choose to write the hall pass on the assignment date page rather than the hall pass page.
- ✓ There is one hall pass page for each quarter. Students may not exceed the number of hall passes for that quarter.
- ✓ In the case of the planner being lost, students are required to go to their advisor or community teacher and request a replacement planner. Students will be charged \$5.00 for each planner lost.

## 26. Field Experience Expectations

### ***Rationale: Montessori students and teachers take responsibility for maintaining a community that fosters personal growth, both in and outside of school and the classroom.***

The following are the expectations and policies for students traveling as students of Clark Montessori. Activities and performances have been specifically selected for trips with a view towards providing an emotional and educational experience for students, staff, and chaperones. In order to maintain Clark pride, teamwork, and responsibility, all participants must read and sign these guidelines when provided. Note that **ALL REGULAR SCHOOL RULES** are in effect. The same standards of behavior, dress, and attendance that must be maintained at Clark Montessori also apply to special trips, intersessions, and activities. All students and parents/guardians must sign permission slips that outline specific required behaviors prior to participation in any field experiences.

### **I. Respect**

Mutual respect is the basis for cooperation and teamwork. Students have worked hard to earn the privilege to travel. Parents and staff have volunteered time and energy to provide this opportunity for students.

*Students show respect for chaperones, staff, and other students by*

1. Responding in a polite manner when a request is made.
2. Bringing concerns to a teacher/adult rather than gossiping to other students.

Insubordinate behavior to our volunteer chaperones will not be tolerated.

Personal and school-owned equipment and facilities are an important part of trips. Individual and group reputations are dependent upon maintaining care of items that do not belong to you.

*Students will show respect for equipment and guest facilities by*

1. Using care when eating or drinking in restaurants, airplanes, hotel rooms, campsites/tents and buses.
2. Cleaning up after self.
3. Regarding your hotel room as your room at home; in general picking up after yourself; especially towels, clothing, and bedding. Please note that towels, water glasses, etc., are property of the hotel, and are not for the taking.

Students who show disregard for equipment and facilities may be asked to pay for damages and/or receive additional school consequences.

## **II. Professional Behavior**

It is an honor and a privilege to represent your school on field experiences. Students must behave in a professional manner in restaurants, hotels, field experience location(s), and retail areas.

*Students show professional behavior by*

1. Respecting the agenda and itinerary. This is a matter of consideration to the entire community. Morning meetings, meals, social activities, and, of course, rehearsals and performances are included.
2. Maintaining self-discipline during meetings, rehearsals and performances, instructional time, and when being addressed by adults.
3. Refraining from name-calling, profanity, and other forms of verbal abuse.
4. Showing support for fellow performers and teammates during performances and rehearsals. Positive and encouraging behavior, along with attendance at others' performances, promotes an atmosphere of good sportsmanship and goodwill that is appreciated by others.
5. Displaying mature behavior while in public. Not maintaining appropriate volume levels in public, littering, making rude comments, and any other behavior that may prove embarrassing leaves a negative impression of you, our group, and our school.
6. Following the school dress code.
7. Refraining from public displays of affection. This is not only uncomfortable for others, it is tacky.

## **III. Safe Behavior**

Our focus is to provide a unique learning experience used to fulfill Maria Montessori's vision of learning beyond the classroom. Parents have placed trust in staff, chaperones and students that members of this tour will not be placed in dangerous situations, and good judgment will always be maintained. This is a trust that must be taken seriously.

*Students will show safe behavior by:*

1. Adhering to established boundaries and limits. AT NO TIME are boys and girls to be together in the same room/tents/bathrooms. Infractions are punishable by immediately being sent home from the trip at parent's or guardian's expense.
2. Checking in with chaperones in the established time and places.
3. Staying in assigned rooms, tents/areas after curfew and until room release.
4. NEVER going anywhere without one companion (same gender)! Use the buddy system at all times (or more as directed).

## **IV. Serious Offenses**

The School Code of Conduct is in effect inside/outside all Cincinnati Public Schools, on school grounds, at school-related activities, on the way to and from all Clark Montessori Field Experiences (fighting, possession of alcohol, smoking, other drugs, weapons).

## V. Travel Specifics

**Airport and Planes:** It is imperative students listen closely and follow directions carefully, especially during layovers and plane transfers. The airports are very serious about threats to security!!! Do not make any attempts at being humorous, as you could jeopardize our departure. Remember there are flight passengers not part of our group – keep voices down and be polite to flight attendants and "real people."

**Buses:** Be courteous to the drivers. A "Thank You" as you exit is appreciated. Keep voices at a safe, reasonable level. Pick up any trash you see, whether or not you are responsible. NEVER put your feet on seats.

**Fall/Leadership Camp:** All students must bring assigned gear. While at the camp site students must respect the site rules and regulations. Also, students must adhere to all Safe Behaviors as indicated, but not limited to, above.

**Hotels:** Actions that invite complaints from other guests at hotels include:

*Running in the halls and stairwells*

*Loud voices in the halls and lobby*

*Allowing the heavy room doors to slam*

Often "real people" have concerns when they realize their hotel is full of teenagers! Many are on important business trips and expensive vacations and they see you as a threat to their good time! Show the other guests how mature you are and polite to others.

Field experiences are not about only ONE PERSON but it is about THE GROUP. Before you act, consider the reflection on the entire group and on Clark Montessori. These are once-in-a-lifetime experience with wonderful memories if we all act with class, dignity and maturity.

## 27. Required Field Experiences

**Rationale: *Montessori students and teachers take responsibility for maintaining a community that fosters personal growth, both in and outside of the school and the classroom.***

Families who choose Clark Montessori are not choosing a typical school. Rather they have chosen a school that strives to carry out Maria Montessori's vision for Erdkinder, or earth children, her lovely word for young adolescents. As such, your family has chosen to participate in Clark Montessori's unique experiences beyond the classroom and has promised to do so when the Clark Montessori contract has been signed.

**The promise to participate in unique learning opportunities offered at Clark (such as field experiences and student-led conferences) with a positive attitude and vigor.**

The field experiences are linked closely to the classroom and homework assignments and projects. Grades are given for the student's participation, learning, and growth during these experiences. In order to attend field experiences, appropriately signed permission slips and field experience fees are required.

Families for Clark (the name of our PTO) and the Clark Montessori Foundation sponsor fundraising opportunities for students and families. More information can be found at the Clark Montessori Foundation website. If you have questions regarding cost or payments, please contact your child's teacher, advisor, or team leader.

## Intersession Policy (High school only)

**Rationale: *Montessori students take responsibility for the choices that they make.***

- ✓ All students are required to pay for their fall and spring intersessions before the intersession begins. Beginning on August 3, 2016, any student in grade 9-12 may sign up for any spring intersession with an open spot by paying for the intersession IN FULL with the school cashier in the Main Office. This includes EVERY SPRING Intersession

- regardless of price. Students interested in less expensive, but popular intersessions are able to secure a spot by paying early. Intersessions will be closed when they reach maximum enrollment (18 students for most intersessions). Partial payments, payment plans and promises to pay are not accepted. Payment will be accepted from August 3, 2016 until October 28, 2016 in the Main Office.
- ✓ Beginning November 01, 2016 intersessions with insufficient enrollment will be cancelled. A student in a cancelled intersession will have the option to move to an opening in a different intersession. If the new intersession is more expensive, the difference will need to be paid before the move is made.
  - ✓ Any student who has not signed up during the dates August 3 to October 28, 2016 will receive an intersession optioning form listing the remaining choices. Students will be placed in these intersessions using a lottery system by grade level. Seniors will be enrolled first, then juniors, etc. This may mean that there is a possibility that **a student could be placed in an intersession costing more than \$100.**
  - ✓ Any student who has not signed up during the intersession payment window will receive an intersession optioning form listing all of the available intersessions costing \$100 or less. Students will be placed in these intersessions using a lottery system by grade level. Seniors will be enrolled first, then juniors, etc.
  - ✓ The school offers fundraisers to assist students who want to earn the money to pay for their intersession. All students are encouraged to participate in these fundraising activities.
  - ✓ All spring intersessions have a scholarship fee attached to them. 10% of the student cost of each intersession up to, but no more than \$50 is donated to the intersession scholarship fund to which all students may apply.
  - ✓ Fall and spring intersession dates will be announced at the start of each school year.
  - ✓ Fall intersession courses are assigned by grade level. They are as follows :
    - Grade 9- Freshmen Orientation Intersession (Cost- \$115.00)
    - Grade 10- Community Service Intersession (Cost- \$115.00)
    - Grade 11- College Tour/Post-secondary Options Intersession (Cost- \$115.00)
    - Grade 12- Job Shadowing Intersession (Cost- \$115.00)
  - ✓ Fees listed in the course catalog for spring intersessions are projections. For intersessions involving a trip away from Clark, there may be an increase or decrease in the cost of an intersession as a finalized budget is created. Students and parents should consult the teacher responsible for such an intersession to determine if that is an issue for an intersession that they are considering.
  - ✓ Students may apply for scholarships for spring intersession.
  - ✓ Fall intersession and camp fees are due in full on August 26, 2016.
  - ✓ Students earn credit for intersession by participating in the two full school weeks associated with that intersession. A student's chronic absence/tardy or misbehavior during either fall or spring intersession may result in that student failing the intersession.
  - ✓ Students who fail an intersession may not make-up that failure in summer school. Students who fail an intersession should consult with their advisor for alternative ways of earning credit for a failed intersession.

## 28. Parking Policy (High school only)

**Rationale: Montessori seniors have earned the privilege of priority parking.**

- ✓ Parking for students is limited. Student parking is determined each year and is based on availability.
- ✓ Due to limited parking capacity, students are strongly encouraged to carpool as a way of reducing the number of the number of parking spaces that students are using.
- ✓ Students must submit their car's registration, proof of insurance, and registration fee to the Main Office in order to receive a student parking pass. The pass should be displayed on the rearview mirror of the car.
- ✓ Students must recognize that the parking pass is a privilege that they earn. Behavioral and/or academic concerns and unexcused tardiness to school are all legitimate reasons for a student's parking pass to be revoked.

- ✓ Students without a parking pass are required to park off school grounds.
- ✓ Unauthorized student parking on campus may result in Friday or Saturday School, in-school suspension, or a police ticket.

### 29. Graduation Policy (High school only)

**Rationale: Montessori students take responsibility for behaving appropriately.**

- ✓ In addition to the required 200 hours of community service (see #24), in order to graduate from Clark Montessori, students must earn 24 credits as follows:
  - 4 credits of each academic core content – English, Mathematics, Social Studies, and Science during high school. -- 16 credits
  - 4 credits of Intersession
    - 0.5 credits are earned for each Fall and Spring Intersession each year -- 20 credits
  - 0.5 credits of Health -- 20.5 credits
  - 0.5 credits of P.E. – each semester of P.E. counts as 0.25 -- 21 credits
  - 1.0 credits of Fine Arts -- 22 credits
  - 2.0 credits of one Foreign Language -- 24 credits
- ✓ Graduation is a ceremony that honors the Clark graduates who have completed all the coursework, community service hours, and activities that lead up to graduation.
- ✓ In order to participate in the graduation ceremony, all seniors are expected to follow all school rules through their final day in class. Special attention will be given to seniors to make sure that they do not have excessive absences or unexcused tardies during the final weeks of school and that they participate in and behave appropriately during all of the following senior activities: Senior Project Night; Senior Exams; Senior Retreat/Picnic and Graduation Rehearsal.
- ✓ Seniors who fail to participate appropriately in any of the activities listed above may be placed at the end of the graduation line or may not be allowed to participate in the graduation ceremony.
- ✓ Diplomas and final transcripts are not released until all financial obligations are paid in full. This includes forwarding final transcripts to colleges and may affect a student's ability to sign up for college classes.

### 30. Post-Secondary Enrollment Options Program (PSEOP) (High school only)

**Rationale: PSEOP is a right that all Ohio high school students may wish to pursue.**

- ✓ The Post-Secondary Enrollment Options Program (PSEOP) allows Ohio high school students to earn college credit and/or high school graduation credit through the successful completion of college courses. The PSEOP is open to 9th through 12th grade students enrolled in the state's public, community and nonpublic high schools.
- ✓ Parent and student first needs to contact the Clark Career & College Center for guidelines for eligibility to participate in this program. Only students who meet these guidelines will be able to participate in this program.
- ✓ Parent and student are responsible for finding out the eligibility requirements of the college/university at which the student would be exercising the PSEOP option.
- ✓ Parent and student must inform the school of the specific college/university at which the student would be exercising the PSEOP option by March 30th of the previous academic year.
- ✓ Student's progress towards post-secondary goals will be tracked through the student's completion of Naviance requirements as outlined by Cincinnati Public Schools. Advisors will monitor this progress.

### 31. Clark School Code

**Rationale: The code is frequently required when students apply to college or register for the ACT or SAT.**

360958

## Signatures

I have read and I understand the policies of this planner.

Student signature:

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Date:

---

I have read and I understand the policies of this planner.

Parent signature:

---

Date:

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Tear out this page after signing and return to your advisor!

## Hall Passes Junior High

| <b>AUGUST</b> |    |    |    |    |
|---------------|----|----|----|----|
| M             | T  | W  | H  | F  |
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|               |    |    |    |    |
|               |    | 17 | 18 | 19 |
| 22            | 23 | 24 | 25 | 26 |
| 29            | 30 | 31 |    |    |

| <b>SEPTEMBER</b> |    |    |    |    |
|------------------|----|----|----|----|
| M                | T  | W  | H  | F  |
|                  |    |    | 1  | 2  |
|                  | 6  | 7  | 8  | 9  |
| 12               | 13 | 14 | 15 | 16 |
| 19               | 20 |    | 22 | 23 |
| 26               | 27 | 28 | 29 | 30 |

| <b>OCTOBER</b> |    |    |    |    |
|----------------|----|----|----|----|
| M              | T  | W  | H  | F  |
| 3              | 4  | 5  | 6  | 7  |
| 10             | 11 | 12 | 13 | 14 |
| 17             | 18 |    | 20 | 21 |
| 24             | 25 | 26 | 27 | 28 |
| 31             |    |    |    |    |

| <b>NOVEMBER</b> |    |    |    |    |
|-----------------|----|----|----|----|
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|                 | 1  | 2  | 3  | 4  |
| 7               |    | 9  | 10 |    |
| 14              | 15 | 16 | 17 | 18 |
| 21              | 22 |    |    |    |
| 28              | 29 | 30 |    |    |

| <b>DECEMBER</b> |    |    |    |    |
|-----------------|----|----|----|----|
| M               | T  | W  | H  | F  |
|                 |    |    | 1  | 2  |
| 5               | 6  | 7  | 8  | 9  |
| 12              | 13 | 14 | 15 | 16 |
|                 |    |    |    |    |

**JANUARY**

| M  | T  | W  | H  | F  |
|----|----|----|----|----|
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|    | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 | 31 |    |    |    |

**FEBRUARY**

| M  | T  | W  | H  | F  |
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| 13 | 14 | 15 | 16 | 17 |
|    | 21 | 22 | 23 | 24 |
| 27 | 28 |    |    |    |

**MARCH**

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| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |

| APRIL |    |    |    |     |
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|       |    |    |    |     |

| MAY |    |    |    |    |
|-----|----|----|----|----|
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| 8   | 9  | 10 | 11 | 12 |
| 15  | 16 | 17 | 18 | 19 |
| 22  | 23 | 24 | 25 |    |
|     |    |    |    |    |

# Clark Montessori Junior High Community Service Record

Name \_\_\_\_\_

School Year \_\_\_\_\_

## Service for Family/Home

| Task Completed | Date of Service | Hours Completed | Signature of Adult in Charge | Teacher Initials |
|----------------|-----------------|-----------------|------------------------------|------------------|
|                |                 |                 |                              |                  |
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## Service for School

| Task Completed | Date of Service | Hours Completed | Signature of Adult in Charge | Teacher Initials |
|----------------|-----------------|-----------------|------------------------------|------------------|
|                |                 |                 |                              |                  |
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## Service for Broader Community

| Task Completed | Date of Service | Hours Completed | Signature of Adult in Charge | Teacher Initials |
|----------------|-----------------|-----------------|------------------------------|------------------|
|                |                 |                 |                              |                  |
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