



Meadow Montessori School

High School Handbook 2010-2011

Handbook

- The students create their own working handbook, and by doing so, they take ownership of the rules by which they work and live together.

Statement of Mission

- We will study a rigorous academic high school curriculum supplemented by a life curriculum, in the Montessori tradition. Our goal is to encourage the development of a well-rounded individual with critical thinking and logic skills, a worldview, and an appreciation for the fine arts.

Communication

- To facilitate communication, students will submit email addresses and cell phone numbers. A list of these contacts will be shared with all students and teachers.
- Students are free to communicate with teachers in any way necessary—face to face, email, or phone – but if an immediate answer is not required, an email is often the best way to contact us.
- Students will join the Meadow Montessori group on Facebook.

Cell Phones

- Cell phones are never to be brought to class. While on campus, cell phones brought to school must be left in the high school cell phone basket or in the cell phone wall caddy.
- Students with cell phones may choose to keep them available (but turned off and put away in a backpack) when they are off campus in case it is necessary to contact the school.

Attendance

- School attendance is critical to individual and class success. The small class size makes any absence strongly felt. The high school attendance policy allows a maximum of five absences per semester. Class work due to absence must be made up, and excessive absence may require after school arrangements to make up progress.
- Tardiness is not acceptable. Accumulation of excessive tardies (5 or more) by student drivers will require a parent, student, and teacher conference to resolve the problem.
- Five tardies are considered one absence according to the school attendance policy.

Whereabouts

- The “school without walls” concept requires that students make frequent trips off-campus. Some students may have the use of a car. With this freedom comes the responsibility of returning to school at the conclusion of any trips off campus or any college classes that end at 3:30 or earlier. If a student is delayed, he or she will phone MMS to explain the delay and give the time he will return.
- Students may choose to use the grounds for study time, but must communicate their whereabouts to the teacher. It is not excusable to arrive late for a lesson – if you choose to take your work outside of the high school room, make sure you return on time for the next lesson.

Driving/transportation

- Once attained, maintaining a license to drive is integral to the high school program so responsible driving outside of school is not only a personal responsibility but also a school requirement.
- The high school program integrates many off-campus experiences. Field trip forms will be issued for all trips beyond 10 miles from campus and must be signed and returned prior to the trip.
- We recognize that parents may have concerns about the safety of a newly licensed driver. Signed parental permission is required before a student may ride in a vehicle driven by another student.
- Parents may indicate preferences on the Student Driving/Field Trip Permission Form, a blanket permission slip for all trips outside of school within a 10 mile radius.
- All student drivers must fill out an online volunteer information form, available in the forms section of the Meadow Montessori School website.

Academic Honesty, citations

- Some project work will be collaborative. When a project is done collaboratively, it is the responsibility of every student to contribute his share and also to not “cover” for students who are not contributing their share.
- Testing, unless otherwise indicated, is individual. Sharing answers in any form (either giving or receiving answers) is cheating and will have academic (grade) consequences and disciplinary consequences. Points lost because of academic dishonesty may not be made up.
- References must be cited in written work, both in class and on live journal. Intentional failure to cite reference/source material is a violation of the academic honesty guideline and will result in academic and disciplinary action.

Conferences

- Conferences will be student led, where goals, grades, strong/weak points, and ideas to help in problem areas will be discussed, at least four times each year. Student, parents, and teachers will all participate. Students will prepare a multimedia presentation for conferences.

Grading Policy

- Students receive grades for work at MMS.
- Work in core academic classes (math, sciences, history, literature, foreign language, etc) is scored on a percentage basis, and at the end of each quarter (a total of four quarters in an academic year), these percentage grades are translated into a letter grade on the following scale. A GPA equivalent is listed in the third column.

98 -100%	A+	4.0
94 - 97%	A	4.0
90 - 93%	A-	3.66
88 - 89%	B+	3.33
84 - 87%	B	3.0
80 - 83%	B-	2.66
78 - 79%	C+	2.33
74 - 77%	C	2.0
70 - 73%	C-	1.66
68 - 69%	D+	1.33
64 - 67%	D	1.0
60 - 63%	D-	0.66
59 -	F	0.0

- When a transcript is prepared, the letter grades are computed for a scaled grade point. 4.0 is the highest possible grade point.
- We do not give additional points for advanced placement or college level classes.

Dress code

- Students are expected to use their own judgment to dress appropriately for school and trips off campus. Please remember that when you are at a college class or on an off-campus trip, you represent Meadow Montessori. Under no circumstances is clothing that displays profanity (actual or implied) or drug/alcohol references acceptable. Please come to school dressed appropriately for the weather.

Respect

- Showing respect to all shows our maturity and consideration for others.
- Respect can be shown through: not talking out of turn, holding a door open, helping without being asked, using an appropriate tone of voice, completing assignments on time, keeping our environment clean, etc.
- We recognize that we are in close proximity to other classrooms at MMS and we will respect their working environment by keeping the noise level low and not distracting students from other classes.

Statement of Nondiscrimination

- Meadow Montessori High School does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, appearance, sexual orientation or group affiliation.

Privacy & Personal Property

- Computers are valuable personal property and contain potentially confidential or sensitive information. A computer may be shared at the discretion of its owner. A teacher's computer is absolutely off-limits unless permission is explicitly granted. If you are given permission to use a teacher's computer, you may only use it for the task at hand – you may NOT look at other applications or browse the files!
- MMS shared laptops are to be checked in and out by a teacher. Students may not remove or replace equipment. Students must have a flash drive, external hard drive, or other way to save personal files. The school laptops are "cleaned" on a regular basis and may not be relied upon as a place to store work.
- Unless otherwise requested by the student, examples of student work may be shared with staff of MMS or other teaching facilities (MCCC or MHS for example).
- Information shared in class discussions may be of a personal or private nature. Please ask for permission before you share any personal stories with people who were not part of the original discussion.
- MMHS respects the right to privacy. Bags, backpacks, coat pockets, etc will not be opened without explicit permission. To maintain your own privacy, please place items/work of a sensitive or private nature in a folder or backpack rather than leaving them out in plain sight on the shelf or on the work table.
- Please be considerate of others' space and personal belongings, and if you are able to do so, be generous in sharing your time, space, abilities, belongings, etc. We are a sharing community and our generosity benefits everyone.

Beverages/Snacks

- Students and teachers may have healthy snacks and beverages during school hours provided it does not interfere with the work of the classroom. This privilege may be revoked if students fail to clean up after themselves or if other problems arise. Special care will be taken around personal computers and other technology.