ACADEMIC ACHIEVEMENT AND PROGRESS

Academic achievement and progress are very important for each student at George Washington Carver Montessori School #87. We will work with your child to meet the specific expectations regarding the student’s test scores and progress in daily lessons based on Indiana Academic Standards. Each teacher will communicate regularly with families giving you a snapshot of how your child is performing in his/her daily work, homework, behaviors, work habits and attitude for the week. Please be sure to check your child’s folder daily.

The first few weeks of school, our staff will work to identify students who are not up to the grade level skills of the grade they are entering. This will be determined by examining last year’s ISTEP/DIBELS test scores and a pretest, which will be given the first few weeks of school. If your child is found to need additional support in any of the identified skills, you will be notified. Parents will be required to attend a parent meeting with our Title I staff explaining what they will do to help your child get the extra support he/she needs to be able to master the skills and pass into the next grade level at the end of the school year.

Four times a year, report cards will be sent home with your student. Most traditional schools utilize an A-F grading scale. At GWC, in our early childhood, lower elementary, and upper elementary we use the following system to notify parents of their child’s progress.

- E - Exceeds Grade Level Requirements
- M - Meets Grade Level Requirements
- P - Progressing Toward Grade Level Requirements
- U - Unsatisfactory

BEFORE/AFTER SCHOOL CARE

A before and/or after school program is available for our GWC students through YMCA in our school building. Before-school care begins at 6:30 A.M., and after-school care ends at 6 P.M. This is a fee-based program. For more information, please call YMCA at (317) 484-9622

BEHAVIORAL CHARTER

It is our expectation that all students will behave in an appropriate and respectful manner, which will result in a safe school environment for your child. Parents and/or guardians of students must accept responsibility for cooperatively ensuring appropriate behaviors on the part of their child so that we create an environment where mutual respect is evident. The staff is committed to involving parents in discipline decisions concerning their child.

We believe every child has the right to come to school and be in a safe, supportive environment in which to work and experience the success of doing something well. All staff members strive to create an environment where mutual respect is evident. When the individual’s behavior is not in keeping with the goals, the following alternatives will be used:

- Redirection
- Isolation within the environment
- Problem solving within environment
- Isolation outside the environment
- Parent-Teacher Conference

In the Montessori Option Program, we agree that the policy of corporal punishment is not compatible with the Montessori philosophy and will not be used. We do have a Montessori Removal Policy by which we can remove
a child from the Montessori Option if the child does not comply with our Discipline Plan. If you have any questions concerning this document, please contact Mr. Nardo or your child’s teacher.

BUS INFORMATION AND SAFETY
If your child rides a bus, bus information will be mailed to you from the IPS Service Center. Please call Ms. McDaniel at 317-226-4287 if you do not receive it. Bus riders are under school regulations, and bus drivers expect the same behavior on the bus as teachers do in the classroom. We want to transport students efficiently and safely. When a child violates a bus rule, the bus driver issues a school bus conduct report. In this case, the child’s parents will be contacted. Students who have frequent discipline problems on the bus can be suspended or expelled from the bus.

EVENTS
We host many family events throughout the school year at our school. A GWC calendar of events will be distributed at our Back to School Kick Off on Thursday, August 1st. We need parents to partner with us to help plan and work these events. Please contact Mary Haste, our Parent Involvement Educator, to volunteer.

GET CONNECTED
If you do not receive Mr. Nardo’s weekly Sunday Night Phone Call or the GWC Weekly News and Notes email, please let Ms. McDaniel at the front office know or email Mary Haste at hastem@myips.org
Social Media:
Facebook: IPS George Washington Carver 87
School Website: www.myips.org/georgewashingtoncarver/
Instagram/Twitter: @GWC87
District App: MyIPS
District Website: www.myips.org

GOOD ATTENDANCE
Good attendance has always been a goal for students in IPS, because good attendance is a very important part of your child’s success in school. To achieve 97% attendance, each student must not miss more than 7 days the whole school year. Our teachers, social worker, and Mr. Nardo will be monitoring each child’s absences daily.

To achieve a 97% or higher attendance rate, we all need to work together and follow the below guidelines:

1. Parents are required to report their child’s absences each day the child is not in school. Absences must be reported in one of the following ways:
   a. Call the school office at 317-226-4287 and give the information about our child’s absence by 10 A.M. to Ms. McDaniel, our school secretary.
   b. You may email Ms. McDaniel (mcdanimd@myips.org) or Mr. Nardo (nardom@myips.org) information about your child’s absence
   c. You can send in a written note indicating why the child was absent from school.
2. Parents must keep the school district informed of any changes of address or telephone numbers so transportation can be arranged as soon as possible, and so parents can be contacted when necessary for a sick child or in case of an emergency. Address changes require completed a change of address form and providing proof (a lease or utility bill in the parent’s name) of the new address.
3. Teachers will keep careful record of absences and refer students to our school social worker, Ms. Molson, and/or Mr. Nardo, when they have multiple days of unexcused absences and the parents have not contacted the school concerning these absences. Ms. Molson will contact the family via phone call or home visit. Personal vacations are considered unexcused absences.
4. The social worker will contact parents when a student has accumulated 3 absences to determine the reasons for the absences and to offer help solving problems that may be keeping their child from attending school regularly. If the school social worker is not able to resolve the attendance problem, the situation must be referred to the Marion County Juvenile Court.
5. Parents should not wait to be contacted about their child’s absences. If they know a problem exists at school or home, which is affecting a child’s attendance, they should inform the school social worker immediately so that unnecessary absences can be avoided.

**ILLNESS**

A child who has a fever (100 degrees or higher) and/or vomits will be sent home and may not return to school for at least 24 hours after the fever has broken without the use of fever reducers (tylenol/ibuprofen) and/or is vomit free for 24 hours. Since we cannot adequately care for or diagnose sick children, please be sure we always have a way to reach you or a designated person who can pick up your child and provide care. If your child develops a communicable disease or condition (i.e. strep throat, chicken pox, lice), please notify our school office as soon as possible.

**IPS DRESS CODE**

The IPS Board of School Commissioners has a Uniform Policy (https://www.myips.org/wp-content/uploads/2018/07/2018_07_dress_code_revised.compressed.pdf), which will be followed throughout the school year. We appreciate your cooperation in seeing that your child follows the policy. If your child wears inappropriate clothing to school, we will call you to bring appropriate clothing for your child to wear or he/she will be removed from the classroom for the day. All students are expected to wear the appropriate dress on the first day of school. All GWC students, PK-8th grade, wear uniforms.

GWC students can wear GWC spirit wear any day of the week with their uniform bottoms. GWC spirit wear can be purchased at the school from Ms. Cooper.

- T-shirts $10
- Youth Sweatshirts $20
- Adult Sweatshirts $25

**LOST AND FOUND**

We make every effort to return items that are properly labeled (student name, teacher name, phone #). Otherwise, parents and students are encouraged to search for their misplaced items on our lost and found shelf located outside the cafeteria. At the end of each quarter, non-claimed items will be donated to our GWC uniform closet or a local donation site.

**MEALS AND TEXTBOOK FEES**

Our school is a universal feeding site. This means that all students receive breakfast and lunch at no cost. Parents should submit applications for meal and textbook assistance to ensure that our school maintains an eligibility percentage that makes it possible for all students to continue to receive meals without charge.

Facts about Universal Meal Service:

- All students receive school breakfast and lunch at no charge.
- Students may purchase milk to go with lunches brought from home or an extra milk to go with their school meal. Only complete meals are served at no charge. Students who bring their lunch from home can also get a complete school lunch at no cost, too.
- A special provision of the National School Lunch Program enables schools to serve free breakfasts and lunches to students if high percentages of students qualify for free and reduced-price meals.

Textbooks

- If you do not complete an application for meal and textbook assistance, you will not be considered for free textbook rental. If you need an application form or have questions, please call or see Ms. McDaniel at the school office between 8 A.M.-4:30 P.M.
- 2019-2020 Textbook Rental Fees:
<table>
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<th>Grade 1</th>
<th>Grade 2</th>
<th>Grade 3</th>
<th>Grade 4</th>
<th>Grade 5</th>
<th>Grade 6</th>
<th>Grade 7</th>
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**MEDICINES**

If it becomes necessary for a student to take a medication at school the parent or guardian must complete the “Request to Administer Medication to Student during the School Day” form at the front office and give the medication to the office staff.

- The request is only good for one school year and must be renewed annually and each time there is a change in medication or dosage requirements.
- We can administer over-the-counter medications at school from the original container with the proper manufacturer label.
- Prescription medications must be in the current bottle with the pharmacy label that includes the student’s name and exact dosage.
- Medication should be given at home, outside of school hours, whenever possible.
- Students cannot administer their own medication at school.

**MISSION STATEMENT**

We, the students at George Washington Carver Montessori, are a family of learners who embrace peace, love, and kindness. Each day we strive for success academically, personally, and through community service. We hope to bring about positive change through respect and understanding.

**MONTESSORI BELIEF STATEMENTS**

We believe students in a Montessori School #87 classroom...

- Learn best using a specialized, individualized method which helps students to develop a healthy self-concept and love for learning.
- Learn as a natural process of development by interacting within a child-centered learning environment prepared by the teacher that is developmentally and age appropriate.
- Learn by continually reviewing and revising his/her own work and competing with his/her own best efforts as he adds to his/her knowledge and confidence.
- Learn through small group instruction and with a contract system which is used to reinforce the work cycle and to help the child develop concentration and attention skills.
- Learn that education is a stimulating and active experience.
- Learn concrete principles to abstract concepts using specifically designed learning materials.
- Come to school with many different backgrounds and experiences and can best reach academic, physical, emotional and social skills in a multi-cultural, multi-age, multi-ability classroom.

**MONTESSORI PHILOSOPHY**

“Education is not what the teacher gives; education is a natural process spontaneously carried out by the individual, and is acquired not by listening to words, but by experiences upon the environment. The task of the teacher becomes that of preparing a series of motives of cultural activity, spread over a specially prepared environment, and then refraining from obtrusive interference. Doing so, he/she will witness the unfolding of a new adult who will not be the victim of events but will have clarity of vision to direct and shape the future of human society.”

**PARENT COMPACT**

As part of Public Law 221, we ask parents to take a very active role in their child’s education. Please look for a Student/Staff/Parent Compact to come home, which outlines what is expected from all our parents, students, and staff members throughout the school year. Please read it carefully and make a commitment to actively
work together with the school to provide your child with the best possible educational experience. We ask that, after you have read the Compact and discussed it with your child, you sign the compact and send it back to your child’s teacher, please.

**PARENT INVOLVEMENT**

Research shows that the more a child’s parents are involved with their child’s school, the greater academic progress a child will make. We encourage you to be involved as much as you are able, and to participate in our Parent Teacher Association (PTA) to support our school’s mission and share your ideas. The PTA holds monthly meetings and sponsors schoolwide events throughout the year. PTA membership dues are $6.00, and you can join starting the evening of August 1\(^{st}\). We do not want money to prevent anyone from being an active participant in the PTA, so all GWC families are invited to the monthly meetings.

We are also looking for parents and grandparents to volunteer time in our classrooms and at school events. If you would like to help at school, please contact your child’s teacher or Mary Haste, our Parent Involvement Educator. ([hastem@myips.org](mailto:hastem@myips.org))

All potential volunteers are required to complete the Online Volunteer Application each school year, which can be found at: [https://www.myips.org/georgewashingtoncarver/volunteer/](https://www.myips.org/georgewashingtoncarver/volunteer/)

You will be notified when you have been approved as an IPS volunteer by Mary Haste, our Parent Involvement Educator. Approval can take anywhere from 1-4 weeks. Volunteers will not be able to assist at school or on field trips until they have been approved. If you have any questions or concerns about this process, please email Mary Haste at [hastem@myips.org](mailto:hastem@myips.org)

**RECESS**

All students in PK-5\(^{th}\) grade have recess at least once per day. Recess is a time during the day where children can move and interact with peers. This time contributes specifically to the physical, social, emotional and cognitive development of the whole child. When making decisions regarding scheduling indoor/outdoor recess, the following guidelines are:

- The principal or their designee is responsible for making decisions relating to scheduling indoor recess.
- The following will be considered when making the decision to go out or to stay in for recess:
  - Wind Chill
  - Precipitation
  - Temperature (Cold/Heat)
  - Humidity
  - Air Quality
  - Condition of the play space/surface
- Students will not be outdoors when the temperature, inclusive of the wind chill factor, is at/below 20 degrees (Cold) or at/above 97 degrees (Heat).
- Children with special health conditions may need special accommodations during cold weather. Parents of those children are to provide medical documentation. Consultation with principal/designee will be available to determine if other arrangements are necessary.
- A supply of extra cold-weather clothing items will be available in classrooms or near the recess area daily.
EARLY RELEASE OF CHILDREN DURING THE SCHOOL DAY

- Children will NOT be released to anyone other than the parent, guardian, or individuals listed on the Emergency Medical Form. ID may be required.
- Children will only be released at the school office, NOT from the classroom. Parents must sign their child out at the school office on the “Student Sign-Out” form. The child will then be called to the office to be released.
- Children are NOT permitted to meet their parents outside the building. Parents must come into the building and sign the child our at the school office.
- No child will be interviewed or questioned by anyone other than school personnel or legal authorities.
- Instruct your child to refuse rides with strangers. Have your child or you report to the principal if anyone bothers them on the way to or from school.

SCHOOL CLOSINGS AND DELAYS
Occasionally, IPS schools may delay or close due to weather or other emergencies. School delay and closing information will be posted on local TV and radio stations, on district and school social media sites, and on the myIPS app. Please do not call the office.

SCHOOL HOURS
8:50 A.M. Doors open for all students
8:50 A.M.-9:20 A.M. Breakfast is served
9:20 A.M. Late bell rings. Children arriving after 9:20 A.M. are tardy and will need to report to the office to get a late pass before going to class.
3:30 P.M. Early Childhood classrooms begin to dismiss
3:55 P.M. Dismissal of all students

YMCA before and after school care operates onsite at our school from 6:30 A.M.- 6:00 P.M. For more information please contact 317-484-9622.

SCHOOL SECURITY
GWC has a video surveillance system in our school which is monitored by our front office staff. All doors will always be locked to protect our students and staff. You may enter our school through the South-West corner of the building off Indianapolis Ave. (Door #1) or the back parking lot door at the top of the stairs (Door #4) by ringing the buzzer. Someone in the office will open the door for you to enter the school. Please report to the office immediately and sign in.

VISITORS
Parents, community members, and other visitors are always welcome to visit our school. We ask that all visitors report to the school office and sign in. Compliance with this rule will help protect your child and his/her education from disruptions from unauthorized visitors.
**DISTRICT CALENDAR**

Aug. 1<sup>st</sup>  Back to School Kick Off 5:30pm-7pm
Aug. 5<sup>th</sup>  First Day of School-Doors open at 8:50 A.M.
Sept. 2<sup>nd</sup>  No school-Labor Day
Sept. 3<sup>rd</sup>  No school for students- Professional Development Day for Teachers
Sept. 25<sup>th</sup>  No school for students-
Parents in Touch Day: Parent Conferences are scheduled throughout the day.
Oct. 14<sup>th</sup>-18<sup>th</sup>  Fall Break-No School (School reopens on Monday, October 21<sup>st</sup>.)
Nov. 27<sup>th</sup>-29<sup>th</sup>  Thanksgiving Break-No school (School reopens on Monday, December 2<sup>nd</sup>.)
Dec. 19<sup>th</sup>  Last Day of 1<sup>st</sup> Semester for Students
Dec. 20<sup>th</sup>  No school for students unless a make-up day is necessary.
Semester Close Out Day
Dec. 23<sup>rd</sup>-Jan. 3<sup>rd</sup>  Winter Break- No school (School reopens on Monday, January 6<sup>th</sup>.)
Jan. 6<sup>th</sup>  First Day of 2<sup>nd</sup> Semester-School Reopens at 8:50 A.M.
Jan. 20<sup>th</sup>  No school- Martin Luther King Jr. Day
Jan. 21<sup>st</sup>  No school for students-Professional Development Day for Teachers
Feb. 17<sup>th</sup>  No school- President’s Day
Mar. 4<sup>th</sup>  No school for students-
Parents in Touch Day: Parent Conferences are scheduled throughout the day.
Mar. 23<sup>rd</sup>-27<sup>th</sup>  Spring Break-No school unless we have make-up days due to inclement weather
Mar. 30<sup>th</sup>-Apr. 3<sup>rd</sup>  Spring Break- No school guaranteed (School reopens on Monday, April 6<sup>th</sup>.)
Apr. 17<sup>th</sup>  No school for students- Teacher Work Day
May 22<sup>nd</sup>  Flex Day: No school for students unless a make-up day is necessary.
May 25<sup>th</sup>  No school- Memorial Day
June 4<sup>th</sup>  Last Student Day if no additional make-up days are needed
June 5<sup>th</sup>  Flex Day: No school for students unless a make-up day is necessary.
Yearly Close Out Day