Clark Montessori Overview, Vision, Mission, and Expectations

Overview

Welcome to the 2026-2027 school year and to our school community!

As a Montessori school, Clark emphasizes the total development of the child; therefore, while at Clark Montessori, all community members -- students, parents/guardians, and teachers (the "Clark Montessori Triangle") -- are expected to work together to foster learning, growth, and development. Clark Montessori recognizes 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, to complete all field studies curriculum, and to conduct themselves appropriately and politely.
- **Parents/Guardians** are expected to support Clark's educational endeavors by monitoring their child's attendance, participation, homework, behavior, and community service. Clark also asks that parents attend community and school activities, hold open communication with teachers and staff, 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 themselves and for others. In addition, each community member must understand their 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

As a Montessori School, our purpose is to guide students using authentic Montessori methods, to foster independence and interdependence, and to nurture intrinsic motivation from within the whole child academically, intellectually, emotionally and socially.

Expectations

Through the Montessori Philosophy, Clark Montessori holds five school-wide expectations:

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 they grow and mature, assumes more responsibility for supporting the values of the community. They 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.** Clark Montessori makes 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 beyond the regular school day, including evenings and weekends. *Clark students are expected to pay prior to the field experiences in which they participate. The Clark Montessori Foundation 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 number 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 and must be logged using the electronic verification system provided by the school.

Students who attend many of Cincinnati Public Schools are asked to sign a contract. **This contract is in alignment with the CPS Code of Conduct, which students are also required to follow**. At Clark Montessori, students and parents are asked to commit to the extra work and time needed to make ours a unique school. Therefore, Clark Montessori asks 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 their 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

Cincinnati Public Schools

General Public Acceptable Use Policy for Electronic Communications Access

Purpose

The District provided limited access to the general public to network attached systems for the sole purpose of access to necessary District maintained and promoted applications and Internet/Intranet hosted sites. This is done with the intention to provide support for the District's educational objectives.

Unacceptable Behavior

Access to Cincinnati Public Schools electronic communications systems/devices is public; therefore all system users should apply the standards of professional communication. The following behaviors are examples of unpermitted activities:

- Sharing confidential information on public individuals, students, or employees
- Attempting to disable, circumvent, or destroy any District protection mechanisms in place
- Sending or displaying offensive messages or pictures
- Soliciting or lobbying for political or religious causes
- Using obscene language
- Harassing, insulting or attacking others
- Engaging in practices that threaten the network (e.g., loading files that may introduce a virus or disabling anti-virus software)
- Violating copyright laws
- Using others' passwords
- Trespassing in others' folders, documents, or files
- Accessing inappropriate, non-District sponsored sites
- Using district electronic communication tools for personal business, gain, or profit
- Violating regulations and laws set forth by Federal, State, or Local agencies
- Sending junk mail or chain messages

Rights and Responsibilities

No file, document, web site, network access, or e-mail message is or will be considered private while accessing the Cincinnati Public Schools systems. Electronic communication—including but not limited to e-mail, Internet and Intranet sites, and mobile communication devices— are subject to public access laws. Information Technology Management (ITM) may review files and communications to maintain system integrity and to ensure that all system access is done so responsibly.

The District has a screening mechanism in place to restrict access to Internet sites and e-mail not related to its educational purposes and goals. These measures are permanently in place and cannot and will not be circumvented by any means willful or unidentified.

Consequences

Inappropriate behavior will be immediately reported to a District official and forwarded to the proper law enforcement agency to take appropriate disciplinary action as necessary.

Commitment

I have read this Acceptable Use Policy and agree to abide by these rules during my access to electronic communication systems within the Cincinnati Public Schools.

Name (print)	Signature (sign)	Date

To view our Clark Montessori High School Student Handbook electronically, you can scan the QR code below or visit this website:
https://drive.google.com/file/d/1rz0vKDEcrJBtS-CQBzTELIZESQcyP-7s/view

- Please note that changes and adjustments to the handbook can be made throughout the year with approval from Administration and our Instructional Leadership Team (ILT). Any changes will be in a different font color (blue) for ease of identification.
- Communication will be sent to parents/guardians and students alerting them that a change has been made.

Clark Montessori High School Daily Schedule
Our school day runs from 8 am - 3 pm, Monday through Friday.

- The expectation is for all students to be in their classroom seats and ready to learn when our bell rings at 8 am.
- Our doors open at 7:30 am every day school is in session.
- Upon arrival in the building, all students must go through our Security Line and once cleared, can proceed to the cafeteria or the gym until students are permitted into classrooms.
- Students can begin heading to their lockers and first class at 7:45 am. A bell rings each day at 7:55 am signaling to students that they have 5 minutes remaining to get to their classroom before they will be considered tardy.
- Any student not in their classroom seat at 8 am will be marked as late to class. Being on property, in the office, in the security line, at their locker, in the cafeteria, etc. is **not** considered as being on time to school/class.

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 both 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. **Any reasonable request made by a staff member or teacher in relation to the policies outlined below is expected to be followed by the student.**
- 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, proactive approaches. These proactive 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
    - After School Detention with Administrator
    - In-School Suspension / Alternative Learning Center (ALC)
    - Emergency Removal
    - Alternative to Suspension (A2S) / Alternative to Expulsion (A2E)

Additionally, Clark Montessori adheres to the CPS Code of Conduct and all Cincinnati School Board Policies, including those on Student Discipline (5600) and Prohibition on Harassment, Intimidation, and Bullying (5517.01). The details of these policies are hyperlinked above and also available on the district website.

Commitment to Mental Health

In conjunction with School Discipline, we at Clark Montessori know that 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. We know that when students have repeat behaviors, both in and outside of the classroom, there may be a larger concern related to behavioral or mental health needs. As such, our administrative team and teachers work closely with our Mental Health & support staff to identify students who may need additional support. Teachers, staff, and administrators will consult with the School Psychologist, School Social Worker, School Counselor, Occupational & Physical Therapist, and Speech Therapist when necessary to determine the next steps to ensure students are receiving the appropriate supports.

Clark Montessori offers two School-Based Mental Health Providers that are both well-known to the community: Cincinnati Children's Hospital Medical Center (CCHMC) and TriHealth. **If you or your student would like to seek services at school, please communicate with your teacher about the process and to be connected with our Mental Health Team who can submit a referral and determine which provider is best suited for your students' needs.**

Need someone to talk to when it's outside of school hours? 988 is always here for you. Whether you're feeling anxious, distressed, or overwhelmed, trained specialists are available day and night to provide guidance and support. You're not alone.



If you or someone you know is struggling or in crisis, help is available at any time. Call, text, or chat the 988 Lifeline 24 hours a day, 7 days a week.

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.
    - If given a pass to leave class to use the restroom, students must use the restroom on their designated floor unless escorted by an adult or when the restroom on their floor is out of order.
- Students use class work-time for on-task work only.
- Teachers plan appropriate educational activities that occupy the entire class period.

Hall Passes

- Hall passes can be requested by students, however the use of hall passes are determined by staff/teachers to limit disruptions to learning and class work.
- Students must use the classroom clipboard for hall passes and must have their planner with them any time they leave a classroom during class time.
- If a student wishes to meet with a different teacher during class time, they must speak to that teacher **before** the start of that bell/class and obtain a hand written, dated, and signed pass from that teacher permitting them to visit their classroom during said bell.
- Students are NOT issued a hall pass during the first 10 or last 10 minutes of any bell/period. This is to

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 Clark 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 every two weeks. Parents are expected to consult the online gradebook 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.
- Failure letters are sent 3 times a year, following the 1st quarter, 2nd quarter, and 3rd quarter.
- Summer school letters are sent at the end of the school year. (Failure letters are sent to students in grades 9-12 who fail any credit bearing course as this may impede their ability to graduate on time.)

5. Opening Class Procedure Policy

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

- Students need to enter the class, prepare materials according to the expectations for the class, and be ready to learn before the tardy bell rings.
- Students follow all electronic device procedures (NO CELL PHONES, EARBUDS, SMART WATCHES, META GLASSES OR HEADPHONES should be worn during class, in accordance with school cell phone policy)

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 they return to school, a student presents a note from the guardian. In the note, the guardian states the specific reason for the student's absence.
  - In the case of a single day absence, if a student is absent for a test, they will be expected to take the test the day they return.
  - 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 the teacher(s).

7. Summer School/Retention Policy

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

- Students who successfully earn credit, by earning a letter grade of A, B, C, or D in 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.

8. Academic Dishonesty Policy

Rationale: Montessori students value learning and integrity.

- Academic dishonesty occurs when a student makes limited effort to be the author of an assignment. Rather than explaining a topic in their own words, a student who is plagiarizing relies on the words or thoughts of another person or source 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. Using AI applications, or platforms, in place of one's own work is also considered a form of plagiarism and not a representation of authentic student work.
- 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/guardian notification, and administration notification.
  - 2nd time: "0" on assignment; mandatory meeting with student, teacher, parent/guardian, and administrator prior to the student returning to school.

- 3rd time: “0” on assignment; mandatory meeting with student, teacher, parent/guardian, and administrator prior to the student returning to school. A note of plagiarism will be placed on the student’s discipline record. If a 3rd offense occurs in the same class and school year, then the student will fail the quarter.

9. Dress Policy

Rationale: Clark students and teachers are engaged in a wide range of intellectual and physical activities. We sit at tables, desks, and on floors; we go outside, build things, listen to each other, and explore. Clothing should be safe and appropriate for any learning experience as well as ensuring it is not distracting to the learning environment. Students should be dressed in a way that allows them to be attentive, prepared for dress expectations outside of school, and comply with adult and staff requests for adjustments to be made if the student is found out of dress code.

- Students are prohibited from wearing clothing which contains language (including slurs), images, or references:
  - which discriminate on the basis of race, color, creed, religion, religious practices, ethnicity, national origin, citizenship/immigration status, gender, gender identity, gender expression, sexual orientation, disability, or weight;
  - which include profanity, obscenity, nudity, or sexual acts;
  - which include or encourage threats of violence, injury or harm, substance abuse or gang affiliation.
- Any excessive skin exposed on the shoulders or chest
- Any excessive skin exposed on the stomach, midriff or back
- Undergarments must be fully covered and not visible through clothing that covers them (no sheer or see-through materials)
- Any excessive skin exposed through holes or tears in pants/jeans must be mid-thigh or lower
- Students are only permitted to wear head coverings for verified medical and religious purposes. (No bonnets, durags, bandanas, hats of any kind, or any material that could impede recognition or vision)
- Hooded sweatshirts are permitted however they must be worn with the hood down while on school property.
- Miscellaneous items such as blankets, slippers, stuffed animals, sunglasses, headphones, and pacifiers are also prohibited while on school property

Staff have the ability to refuse students entry to class for being out of dress code. Students out of dress code will be sent to the office and offered to exchange their clothing item that is out of dress code for an alternate item to be worn/borrowed for the day. Students will return to the office at the end of the day for their original clothing item to be returned and any worn items from the clothing closet will be washed and kept on hand for future use. Additionally students may call home for alternate clothing items to be brought to them. Students’ refusal to wear the provided, appropriate clothing will be sent home for the day.

10. Food, Gum, and Drink Policy

Rationale: Montessori students respect the environment. To assist in keeping our classroom environments clean and free of trash, crumbs, ants, and rodents, Clark has adopted the following food, gum, and drink policy.

- Fresh fruits and vegetables are the only approved foods for students to have in the classroom. Any other food or snack is prohibited including dips, fruit cups, and dried fruits.
- Gum is prohibited in all areas of the building.
- Water is the only approved beverage for students to have in the classroom.
- If the faculty member allows students to have food/drinks in the classroom for a class project or celebration, it is incumbent on both the faculty member and the students to

understand that each has the responsibility to ensure that all trash is placed in the proper trash/recycle containers after each class period.

- Any spillage shall be cleaned up by participants in the classroom.
- Students are not permitted to receive food deliveries during the school day (i.e. UberEats, DoorDash, restaurant/take-out deliveries, or the like). A parent can drop off a packed lunch from home to the office and the student will be called down to pick this up.
- Students arriving at school with food must report to the cafeteria to finish eating. Take out food is not permitted in any classroom. If a student reports to the classroom with take out food in the morning, they will be sent to the cafeteria and marked tardy.
- Please refrain from eating food in the hallway.

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.

Cell Phones

- Cell phones may not be used, heard or visible during instructional time **whatsoever.**
- **Every Clark student will be provided with a Yondr Pouch that has been purchased by the CPS district for use in both our junior and senior high school classes.**
- **Students will be required to place their cell phone into their assigned Yondr Pouch for the entirety of the academic school day (8 AM - 3 PM).** Once Yondr Pouches have been dispersed, students will keep the pouch in their possession at all times and are the sole person responsible for their Yondr Pouch and cell phone.
    - If a student refuses to place their phone in a Yondr Pouch during security, they will be given the opportunity to leave the cell phone in a locked cabinet in the office to be picked up at the end of the school day. If a student refuses to comply with the use of a Yondr Pouch or leave their cell phone in the office, the student will immediately meet with administration to review the policy, contact home, and then follow the cell phone/Yondr Pouch policy. If a student still refuses to place their phone in a Yondr Pouch or in the office after this, they will be placed on emergency removal.
    - If a student's phone is discovered to be in use, in any capacity during the day, the phone will be confiscated from the student, and will be turned into the main office where a parent must come and pick it up. The student is responsible for contacting the parent/guardian to inform them that the phone can only be retrieved by the parent/guardian. Teachers may provide an additional consequence themself if they feel appropriate. If this becomes a repeating issue, ALC and/or emergency removal may become a consequence.

        - If a student refuses to turn in their cell phone when discovered, they will immediately meet with administration to review the policy and contact home. If a student continues to refuse, they will be placed on emergency removal.
- Students will be required to maintain their Yondr Pouch in good, working order. Students found to have broken or tampered with Yondr pouches will be subject to the following disciplinary actions:
    - **Attempting to open their Yondr Pouch → Emergency Removal**
    - **Breaking their Yondr Pouch → 5 day assignment to the Promise Center and Compensation ($30)**
    - **Lost Yondr Pouch → Compensation ($30)**
- If a student takes a Yondr pouch home, whether assigned or accidental, the student is expected to bring it to school for use the next day.
- Students are expected to use and are responsible for appropriate use of Yondr Pouches during field studies, including those that may be overnight.
    - **Students will still be subject to disciplinary actions outlined above for any damage to the Yondr pouch during field studies and overnights.**
- Clark Montessori is not responsible for loss or theft of any electronic equipment or personal items. The SRO will take a report on a legitimately stolen item once the correct form has been completed. These items are not the responsibility of Clark Montessori. Improper usage of electronic equipment that also violates another section of this Student Handbook, for example, academic dishonesty, shall result in appropriate disciplinary action.
- Students who are promoting either bullying or sexting on social media sites are subject to school discipline when the comments posted on a social media site lead to a disruption to the educational atmosphere of the school.
    - Students who receive an inappropriate message image should let their parents or school officials know immediately.

Other Electronic Devices

- Electronic devices other than cell phones include portable gaming devices, cordless earbuds or headphones, iPads, smart watches, Mets glasses or any other non-school issued device. **These electronic devices are not permitted**. If a student is discovered with a non-approved device, the device will be confiscated from the student. The student can retrieve the device from the teacher who confiscated the device at the end of the school day.
    - **Corded earbuds *may*** be used in class during work time ***with teacher approval***.

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 must provide their own locks. Locks should be combination locks and not have key-only access.
    - All unassigned lockers will be locked by school administration and/or security and shall not be used by students.
    - Assigned lockers that do not have a lock shall be identified by security and administration and will be labeled with a 5 Day Notice requiring the student to get a lock for the locker.
        - If after the 5 day notice expires, there is still no lock on the locker, then Administration and Security will place a lock on the locker until the student purchases and provides a lock.

- 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 assigned locked locker. Possessions not secured in a locked locker (including the gym lockers) are the sole responsibility of the student.
- If students have a sports bag or other large item, like an art project, that does not fit into their locker, they need to communicate with their team/teachers about where and how to store their things.

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. According to CPS Board Policy 5200, the following are the **only excused absence reasons** (see policy for full details):
    - Personal illness or illness in the family necessitating the presence of the student.
    - Quarantine in the home.
    - Death in the family. Such absence is limited to 3 days unless reasonable cause may be shown for a longer absence.
    - Observation or celebration of a bona fide religious holiday.
    - Absence due to a medical or dental appointment.
    - Circumstances in which the judgment of the superintendent, as determined by the principal, constitutes a good and sufficient cause for absence.
    - College visits.
    - Student visiting with a parent related to military leave or deployment.
- Some examples of unexcused absences as well as unexcused late arrival to school are missing the bus, oversleeping, family vacations, and car trouble.
- When a student is absent, the parent/guardian must:
    - Alert the Main Office so that the attendance monitor can verify the absence. Parents/guardians may do so either by calling the Clark Attendance Line at 513-363-7100 option 1, or by reporting the absence online at https://www.cps-k12.org/domain/1481 .
    - We ask that any student with an absence related to a medical, dental, mental health or similar appointment, provide a written excuse from the provider 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.
- Family trips and other travel experiences are not considered excused and will result in an unexcused absence. It is at the teacher's discretion to provide work, accept late work, and/or assign other work.
- In cases of extended absence, please notify the student's team teachers or advisor. A packet of work can be prepared to help the student stay up-to-date on their work. Upon the return to school, the student is responsible for completing and submitting missed work in accordance with agreements made with the teacher.
- Students earn credit for intersession by participating in the two full school weeks associated with that intersession. A student's chronic absence (more than 2 school days), tardiness, or misbehavior during either fall or spring intersession may result in that student failing the intersession
- **Habitual Truancy** is defined by Ohio Revised Code 3321.19 is defined as follows: **30 Consecutive Unexcused Absence Hours, or 42 Unexcused Absence Hours in a Month, or 72 Unexcused Absence Hours in an Academic Year.**
    - Any student who surpasses one of these thresholds is considered Habitually Truant and a meeting will be held with their parent/guardian, the School Social Worker, and other school staff/administration to develop an Student Engagement Plan (SEP). Once filed, the SEP will be reviewed in 30 days from its completion at which time, if a student has not shown improvement in

their attendance or has met yet another threshold for Habitual Truancy, a referral to Juvenile Court will be filed for Truancy.

15. Early Dismissal Policy

Rationale: Montessori students take responsibility for planning ahead.

- Students must present a note from a parent/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. Alternatively, a parent can also call the main office to verbally provide the same information.
- Students must pass through the office for early dismissal.
- 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.
- Students may not use early dismissal time to complete community service hours or to work a paid job.
- Students can only be signed out/given permission to leave school grounds by their legal guardian. This also applies to any student who is 18 or older - a parent must still provide the required permission noted above for their student to leave school early.
- **Students will not be approved for an early dismissal after 2:30 PM so as to not disrupt the standard school dismissal procedures.** Any student who has not left the building by 2:30 PM will have to wait for the final bell and dismiss at 3:00 PM.

16. Tardy and Skip Policy

Rationale: Montessori students and teachers value their time in the learning environment. **Students are expected to be in their first bell seat to receive instruction at 8:00 am. NOT in the cafeteria, gym, hallways, restroom, etc.**

- Students who are tardy to school (meaning they arrive after the tardy bell rings at 8 am) must sign-in in the Main Office. Please note an excused tardy arrival to Clark will be provided in the following case:
    - Metro bus issues. *However, it is the student's responsibility to inform office staff that their tardiness was the result of a bus issue.*
    - Yellow/District Bus delays
    - Absences/late arrivals accompanied by a note from a doctor identifying the medical condition that prevented the student from arriving on time to school.
- Tardiness to one or more bells starting after 8:00 am (bells 3-7 on block days, or bells 2-7 on all bell days) in a day, will result in a lunch detention the following day.
    - A report in Focus will be run every day to determine which students must serve a lunch detention. The ALC monitor, administration and security will work together to inform the students of their required lunch detention.
    - Late arrivals to class must be accompanied with a note from a staff member to be marked as excused.
    - Students who skip their lunch detention will be assigned another lunch detention and cafeteria clean-up the following day. Students who skip this second lunch detention will be placed on Emergency Removal.
- Students who are found to be chronically tardy to school (arriving after 8:00 am) will be referred to the school social worker and administration to hold a conference with the guardian and student to address the concern and discuss transportation barriers, needs and/or assistance.
- Tardiness to the first class of the day (starting at 8:00 AM) for three or more times in a week (Monday to Friday) will result in a detention the following week. The day and time of this assigned detention will be decided by Administration, and could be a Lunch Detention or an After School Detention from 3-4 PM.

    - An email will go out to the student and both an email and phone call will go t to the parent/guardian alerting of the assigned detention.
- Hall sweeps may be conducted by administration and security periodically and unannounced throughout the year to check for students who are late to class and/or skipping.
- Students who are found to be skipping class or an entire school day will serve an after school detention with administration. In addition, the teacher whose class the student skipped may give no credit for the day's work.

17. Cafeteria/Lunch Bell Rules

Rationale: Montessori students take responsibility for behaving appropriately

- Keep eating areas in the cafeteria and in the courtyard clean by clearing away trash from the table, wiping down/sanitizing the eating space, and sweeping up large messes.
- Find a seat to eat. There should only be one student per chair.
- Students may not take food out of the cafeteria or courtyard to consume in other areas of the school building or campus..
- Students who choose to eat in the courtyard are responsible for cleaning the tables and throwing away trash.
- Students need a pre-signed pass to visit the teacher's room during lunch and may not enter other areas of the building.
- Restroom use is monitored by staff. Restroom passes are located in the cafe for use during lunch bells.
- Rules will be enforced with the discretion of the staff monitors on duty.
- Lunch duty may be assigned to students on a rotating basis by their assigned teams. This will involve tasks including wiping down tables, sweeping up messes, and gathering any lost and found items.

18. Before-School Policy

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

- Students who arrive at school before 7:30 A.M. will wait outside. Security checks will begin at 7:30 A.M. when doors to the building are opened.
- If students arrive at school before 7:45 A.M., they should head directly to the cafeteria to get breakfast, or to the gym to quietly socialize or study.
- 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 7:45 A.M., as students arrive at school, they should go to their lockers.
    - Students 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, including blankets.
- 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 7:55 A.M.. At 8:00 A.M., 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 3:10 PM, all students who are participating in after school activities must be either with a coach/teacher or leave the premises until their practice or game time. Students are not permitted in any other area of the building.
- Students are expected to immediately leave the campus when their after school 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 Nurse's Office.
- If medication is prescribed by a physician, authorization signed by the physician must be on file in the Nurse's Office.

22. Computer Acceptable Use Policy (AUP) & One-to-One Devices

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.
    - Internet privileges may 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).
        - Do not engage in behaviors that threaten the network (e.g., loading files that may introduce a virus or disabling anti-virus software)'
        - Do not attempt to disable, circumvent, or destroy any District protection mechanisms in place
        - Do not use other people's passwords or trespass in others' folders, documents or files
        - Do not use chat features (such as Google Chat) as these are prohibited.
        - Do not 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.
        - Do not use the network in a way that will not disrupt the use of the network by other users.
        - Do not play games without teacher permission
        - Be aware that the Cincinnati Public School District's policies on "Plagiarism/ Cheating," "Sexual Harassment," and "Bullying, Harassment and Intimidation" apply to Internet conduct.
        - Do not purchase goods or services over the Internet.
        - Do not subscribe to list-services or newsgroups without a supervising teacher's permission and do not post personal messages on "bulletin-boards" or "list-serves."
- The CPS Computer Acceptable Use Policy must be signed by students and their parents/guardians each year as the AUP is revised annually by the district. Signing of this is done electronically for the district.

- Repeated violation of the AUP will result in assignment to the Promise Center.

23. Emergency Procedures and Policy
Rationale: It is the responsibility of all persons in a Montessori school to make sure the school is safe

- Students are expected to follow all the guidelines provided as they relate to emergency drills.
- Emergency drills at Clark include:
    - Fire drills
    - Tornado Drills
    - Lockdown Drills
- All school personnel, parents, guests, and community members are to participate in all emergency drills.

24. Community Service - High School
Rationale: Montessori students value community.
Senior High School

- In high school, students are expected to complete 140 hours of community service **outside of the regular school day** before graduation**.**
- Students are required to log the community service hours they have earned using the electronic system provided to all students by their advisor.
- The student is responsible for monitoring the completion of their hours with their advisor fulfilling the role of verifying when all hours have been completed. If a student falls behind in the completion of the needed 140 hours, their advisor will work with them to develop a plan to get deficient hours completed in a timely manner in order to graduate.
- Students must enter community service hours through the electronic platform, (X2VOL) along with contact information for the agency representative, or assigned mentor/adult approving the recorded hours.

25. 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 choosing a school that strives to carry out Maria Montessori's vision for Erdkinder, which aims to produce adults who are equipped with the confidence in themselves and actual skills to live in the real world. 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.

*Note that **ALL REGULAR SCHOOL RULES** are in effect while participating in any field experience.*

26. 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 7 and 8 need to have five passing grades between both their core and electives classes.
- Students are expected to follow Clark's core values at all times while participating in the sport or club.

- Students will only be permitted to participate in extracurricular activities if they are at school by no later than 11:00 A.M. on the day of the activity. For weekend activities, students must be at school on the previous Friday by 11:00 A.M.

27. Parking Policy

- All students must park on Erie Ave. There are no student parking spaces in the school parking lots.
- There should be no loitering near cars.
- Do not block driveways or walkways. Make sure not to park in the Bus Stop spaces.
- If parking on the opposite side of Erie Ave., students are required to use the crosswalk.
- Unauthorized student parking on campus may result in after school detention, in-school suspension, or a police ticket.

28. Planner Policy

Rationale: Montessori students value organization.

- All students must have a planner. The cost of the planner is included in the fall fee. Students are expected to record all assignments in their planner.
- Students must have their planner every day.
- In the case of the planner being lost, students are required to go to their community teacher and request a replacement planner. Students will be charged to replace the lost planner.

29. Graduation Policy

Rationale: Montessori students take responsibility for meeting several additional graduation requirements and for maintaining appropriate behavior during their final moments at Clark.

- In addition to the required 140 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
    - Graduation Rehearsal.
- Seniors who fail to participate appropriately in any of the activities listed above may not be allowed to participate in the graduation ceremony.
- 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.