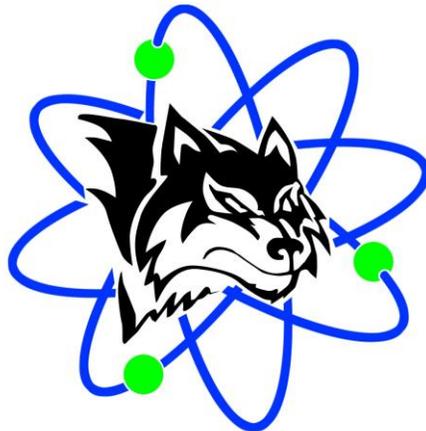


La Crescent Montessori & S.T.E.M.



**Adolescent Program Family Handbook
Grades 7-12
2017-2018**



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What does it mean to be an Adolescent?

“Psychologists interested in adolescent education think of it as a period of so much psychic transformation that it bears comparison with the first period from birth to six. The character is seldom stable at this age; there are signs of indiscipline and rebellion. Physical health is less stable and assured than before.” - Dr. Maria Montessori

Montessori’s view of the adolescent is one of intense change, in both body and mind with peak changes occurring between ages 12 and 15. The child has left the elementary phase of life and must be active in preparation for adulthood. A future of peace and justice depends on citizens that are informed, caring, and willing to take on challenges. We know that in a few short years, these adolescents will be facing many choices about jobs, romance, alcohol and drugs, and the legal ability to drive. They are also interested in fairness and justice and will be adamant on sharing their views of what they feel is right. Adolescence can be a time for introspection and the development of healthy living habits. How we view them today, not someday, is vital. In a Montessori school, we will be actively preparing them during this time period through challenging academic programs, research projects that allow them to explore areas of personal interest, and participation in real-life scenarios.



LMSS Adolescent Program Expectations

“This is education, understood as a help to life; an education from birth, which feeds a peaceful revolution and unites all in a common aim, attracting them as to a single center. Mothers, fathers, politicians: all must combine in their respect and help for this delicate work of formation, which the little child carries on in the depth of a profound psychological mystery, under the tutelage of an inner guide. This is the bright new hope for mankind.” - Dr. Montessori

Montessori and LMSS both believe education is a community effort; schools are simply the environment we create to help foster a focused appreciation and dedication for learning. Throughout the 2017-2018 year we hope to grow together in support of our children and the adults they are trying so earnestly to become. Please take a moment to read through the expectations below for students, parents, and teachers in order to enter our new school year with a basic understanding of how we can best work together.

EXPECTATIONS FOR STUDENTS

“The child seeks for independence by means of work; an independence of body and mind.” - Dr. Montessori

To be successful in the AP classroom all Students must be able to do the following BEFORE entering the program:

1. Utilize class work time to complete assignments and expand their own independent knowledge
2. Maintain a noticeably consistent, high level of effort
3. Be respectful to one’s self, others, and our learning environment
4. Arrive to each class each day prepared with materials, assignments, and ideas
5. Work at home to prepare for the next day, catch up on assignments, or review for a test is expected, respect yourself, however, everyone is unique learner so times and effort will vary for everyone.
6. Record summaries of daily topics as well as keep track of assignments and due dates in a planner
7. Complete required assignments on time
8. Focus and participate in a wide variety of courses and activities
9. Use resources such as the computer, internet, or books appropriately
10. Check Google Classroom and JMC regularly for updates and grades
11. Facilitate communication between your guardians, teachers, and self
12. Reference individual course syllabi for specific expectations, due dates, requirements, and policies
13. Take an active role in choosing, planning, and organizing school activities and field trips
14. Display economic independence through participation in micro-economies and fundraising

EXPECTATIONS FOR GRADES

In order to receive a grade, a student must be able to:

1. Complete 100% of the requirements for an assignment-late work will be downgraded one half letter grade each day late. A grade of zero will be applied after one week late or by the end of the grading period-whichever is shorter, unless otherwise noted by the teacher or nature of the assignment.

2. There are assignments that have a basic completion requirements-and if completed will result in a “C” on a 4.0 scale, marking average work, whereas students who go beyond the assigned work have the opportunity to receive a “B” or “A.” Students will be notified of these prior to completing the assignment so they can make the choice that suits them.
 - a. Only students taking honors courses will be given the opportunity to earn higher than 4.0.
3. Create their own, independent work and apply appropriate citations when necessary.
 - . Plagiarized, downloaded, purchased, or copied work from another source will not be accepted for grading and will result in disciplinary action.
 - i. 1st offense: Automatic failure of assignment.
 - ii. 2nd offense: Failure of assignment and meeting between teacher and parents of student.
 - iii. 3rd offense: Failure of course.

GRADING SCALE

| <u>Grade</u> | <u>Cumulative %</u> |
|--------------|---------------------|
| A+ | 101+ |
| A | 95-100 |
| A- | 90-94 |
| B | 85-89 |
| B- | 80-84 |
| C | 75-79 |
| C- | 70-74 |
| D | 65-69 |
| D- | 60-64 |
| F | 0-59 |

STANDARDS AND CREDIT RECOVERY

AP courses align with Minnesota Department of Education graduation requirements. In failing a course, a student may not receive credit for said course. Consequently, that student may require adjusting their high school graduation timeline or seek summer credit recovery opportunities.

Visit the Minnesota Department of Education website for more information

<http://education.state.mn.us/MDE/EdExc/StanCurri/K-12AcademicStandards/>

EXPECTATIONS FOR PARENTS

“If puberty is on the physical side a transition from an infantile to an adult state, there is also, on the psychological side, a transition from the child who has to live in a family, to the man who has to live in society. These two needs of the adolescent: for protection during the time of the difficult physical transition, and for an understanding of the society which he is about to enter to play his part as a man.” - Dr. Montessori

Adolescents are in the middle of transitioning into adulthood. However, they are not adults yet. During puberty, the adolescent brain becomes less contemplative and more prone to risk taking. In order to facilitate a successful transition, educators and families must work together. At home, guardians must set boundaries and enforce the practice of healthy habits in order for students to be successful. In time, students will internalize these valuable skills and become driven, peaceful, resilient adults.

In order to help students succeed, parents must provide the following:

1. Check work daily - Each day, have a positive conversation with your students about school. Inquire about assignments and check planners
2. Act as a study partner to prepare your child for tests and learn together!
3. Work with your children to set up career exploration opportunities in conjunction with the LMSS and Minnesota state requirements for safety and effectiveness of experience
4. Provide a quiet space where students can spend extended periods of time concentrating on work or exploring their cosmic path

5. Establish consequences for incomplete and unacceptable work and set goals for school success -- education happens EVERYWHERE 😊
6. Support and advocate for events outside of traditional school hours
7. Review your adolescents movie and television choices, web sites, video games and music (lyrics), to name a few, for content and age appropriateness as well as remind students that not every family has the same rules at home as we do at school
8. Give your child weekly chores to build life skills; doing all of their laundry, cooking for self and others with respect to nutritional needs, and cleaning shared spaces in order to foster independence and self-worth
9. Read about world events and use these as a point of discussion on a daily basis
10. Volunteer to be a chaperone on field trips -- field trips are only possible for our school with parent volunteers
11. Review your child's grades on JMC and check Google Classroom for information (at least) weekly
12. Bring all your questions, wonderings, and curiosities to August Back to School Night
13. Attend conferences
14. Communicate with us throughout the year!

EXPECTATIONS FOR AP TEACHERS AND LMSS

“The greatest sign of success for a teacher... is to be able to say, 'The children are now working as if I did not exist.’ - Dr. Montessori

In order to best serve our students, families, and communities we must be able to:

1. Offer the current Minnesota academic requirements for all middle and high school grade level programs in Minnesota, including any courses that would be required by a four-year college
2. Prepare and test students for acquired knowledge in all areas of the curriculum, including, but not limited to, quizzes, projects, essays, multiple choice, oral presentations, the Minnesota Comprehensive Assessments, Minnesota Basic Skills, ACT & SAT
3. Present a diverse curriculum, including, but not limited to, mathematics, humanities, art, science, language, practical life, vocabulary, literature, physical expression, career exploration and micro-economics
4. Organize a multi-subject, daily schedule
5. Arrive to class on time and prepared
6. Create opportunities for students to extend their learning outside traditional classroom hours
7. Provide a quiet, stable learning environment for students
8. Facilitate student independence
9. Regularly communicate with parents and be available outside of school hours when necessary
10. Supply feedback and grades
11. Continuously challenge students
12. Advocate for the civil rights of students
13. Allow access to educational tools provided by LMSS

Tools offered for success at LMSS

1. Guidelines for writing accurate and descriptive assignments and activities
2. Text books for lending purposes
3. Micro-economy and fundraising opportunities
4. In school study time for completion of assigned subjects.
5. Local and global critical thinking and service opportunities
6. Access to student grades and assignments through JMC and Google Classroom
7. Study Island to prepare for MCA testing with access both at school and home

Curriculum

MIDDLE SCHOOL COURSES

In order for a student to be considered ready to enter the AP high-school program, a student is expected to have earned the following credits in the following categories during their time in grades 7-8.

| <u>Credits:</u> | <u>Course:</u> |
|-----------------|--|
| 2 | Language Arts |
| 2 | Mathematics (must include Algebra I) |
| 2 | Science (Life Science, Earth Science, Environmental Education) |
| 2 | History and Humanities |
| 1 | Engineering (PLTW) |
| 1 | Technology |
| 4 | Electives |

GRADUATION REQUIREMENTS

To earn a high-school diploma from LMSS, a student must earn the required number of credits during his/her time in grades 9-12.

All students must successfully complete (i.e. earn a passing grade) the following credits in each of the following categories:

***One credit is equivalent to one year (two semesters) of class.

| <u>Credit</u> | <u>Course:</u> |
|---------------|--|
| 4 | Language Arts |
| 4 | Mathematics (including Algebra II, Geometry, Statistics/Probability) |
| 4 | Science (including Environmental Education) |
| 4 | Social Studies (including US history, Geography, World History, Government & Citizenship (0.5), Economics (0.5)) |
| 2 | Foreign Language |
| 1 | Health (0.5) and Physical Education (0.5) |
| 1 | Engineering (PLTW) |
| 1 | Art/Art History |
| 4 | Electives |

COUCH TO 5K

Physical education is crucial for the development of the adolescent. In order to assure that our students are getting the necessary amount of exercise, AP students will be participating in three 5K races throughout the 2017-2018 school year. Students will run one race as a collective, and must complete the last two by January 2nd, 2018. In order to ensure that they are prepared, students will be conditioning on a weekly basis throughout the first semester. For more information on how to prepare for the races, please visit: <http://www.active.com/mobile/couch-to-5k-app>

ORGANIZATION

Students in AP need to organize their time and rise to the challenge of a true adolescent program workload. Each student is asked to keep track of history, science, math, and literature, not to mention outside reading, writing assignments and research. Students can take advantage of advisers to plan how and when they will complete their assignments. They are responsible for bringing home the proper books and supplies and returning the next day with their work. At this stage in life, many students (even those who previously have been good self-organizers) can become scattered. Recognizing the importance of organization, we give students lots of support. Learning an organizational system that works is an important goal for the AP years. We encourage parents who believe their child is struggling to maintain an organized state to assist their child in organizing their desks and/or assisting their child in packing up for the day's homework.

SCHOOL WORK

Schoolwork is designed to reinforce information covered during the day and expand student understanding through more analytic explorations. If students have questions about school work, they should:

1. Check their planners for an assignment list,
2. Check their binders and folders for possible handouts about the assignment,
3. Check their Google Classroom and/or JMC, or (as a last resort)
4. Ask a classmate for help.

As teachers, we will also be there for questions, but independence and peer relationships are extremely important during adolescence. It should also be expected that schoolwork will overflow to homework. Education should not be limited to the classroom, but should work in conjunction with ideas, concepts, and skills students will need in “real life.”

Students are expected to come to class with their homework printed if necessary, or prepared on the appropriate media. Students who do not come to class with their work done cannot receive grades and will be expected to make up the work immediately. Failure to turn in assignments on the given due date or within the agreed upon extension time will result in loss of points, and even failure of the assignment altogether.

We need your support! If your child is asked to stay after school to improve/finish school work please help us provide the necessary extra time. If schoolwork begins to be missed consistently, parents will be asked to meet with LMSS staff to come up with a plan to help. Students may be asked to forego outings until they have demonstrated the ability to complete their work to the best of their abilities.

COFFEE AND SCRAM -- ALL GRADES, ONCE A MONTH

A micro economy opportunity for all students to learn first-hand how to manage a business and understand the role of economics all the while they can earn funds for their school supplies and trips through planning and working Coffee and Scram Fridays. This school year AP parents will lead and support this fundraising activity for their children on a volunteer basis. Please sign up as soon as possible to help your son/daughter to raise funds for camp this year.

YOUTH OUTINGS AND EXPLORATIONS (YOE)

Field trips outside of the classroom are an integral part of the AP program. For this reason, please make appointments and other plans outside of these dates. If a student has been asked by staff to remain behind, alternative accommodations will be made including-joining another classroom or in their own classroom. Students may not choose to remain behind on their own. Unless a student is uninvited by staff, all fees associated with the trip must be paid by all students prior to the trip.

COMMUNITY SERVICE -- ALL GRADES

50% of your hours must be completed by September 5, 2017 to be considered eligible. 100% of the hours must be completed by February 1, 2018.

WE Act/WE Day-November 2017

7th-10 hours/school year

8th-15 hours/school year

HS-20-30 hours/school year

- How do we live in relation to others?
- How can I contribute to the community?
- How can I help others?

Community service requires students to take an active part in the communities in which they live. Giving importance to the sense of community throughout the program encourages responsible citizenship as it seeks to deepen the adolescent's knowledge and understanding of the world around them. The emphasis is on developing community awareness and concern, and the skills needed to make an effective contribution to society. Students are encouraged to make connections between their intellectual and social growth,

thereby refining their affective, creative and ethical as well as cognitive development. This is achieved through a process of discovery of self and community, and reflections inside as well as outside the classroom.

“Community service is defined as a voluntary service provided by students to others in the community other than their families.” This must be verifiable in writing on the form provided by the student. They may volunteer at a variety of places such as the library, animal shelter, or youth group outings. Community Service hours may begin the summer prior to fall entrance in their grade level and continue throughout the first semester until complete. Helping out with your family or neighbors is nice, but not defined as Community Service.

RULES AND REGULATIONS

Academic Standing(s)

- Good Academic Standing – In the previous quarter, the student has earned a 3.3 GPA
- Academic Probation
 - In the previous semester, the student earned a GPA equal to or lower than a 2.5 OR
 - During the current semester, the student has earned a GPA equal to or lower than a 2.0 in at least one class

Academic Award(s)

- Montessori Order of Excellence – Student has earned a 4.0 GPA over the course of one semester with a minimum of one honors course or honors level work/extra credit.
- Montessori Order of Honor – Student has earned a 4.0 GPA over the course of one semester.
- Montessori Order of Merit– Student has earned a 3.5 GPA over the course of one semester.
- Montessori Order of Achievement – Student has earned a 3.0 GPA over the course of one semester.
- Student of the Semester- One student from each class may be chosen for Student of the Semester based on a student’s academic performance, community engage, student improvement, student leadership, and inclusiveness.

Community Engagement Award(s)

- Montessori Order of Service – Student has completed an additional 50% of their required community service hours before the deadline.
- Montessori Order of Duty-Student has completed completed at least an additional 10% of their hours.

CREDIT RECOVERY

Students needing to recover offered credit from the past school year may have the following options as offered by private and public school districts. Please refer to the policy for full terms.

- LMSS-Correspondence/On-line program offered (One credit course-work at a time-6 weeks maximum. Must enroll at LMSS to receive credit
- Other-by approval from LMSS school district. Must be Minnesota State approved to receive credit

ATTENDANCE/TRUANCY

Excessive absence-defined as 6 or more days, which equals 35 class periods, will severely impact the student's' grades and learning. Merely “calling them in” does not define it as a an excused absence. Making appointments outside of class time, Wednesday evenings after early release, and during lunch can help students remain present during important instructional time.

Minnesota State Law requires 100% on time and 100% attendance for students. Parents are to **call** in an absence by 8:30 to the office. Missing one day of school, means at least 6-7 subject lessons, and is difficult to catch up when students return and receive more lessons. Students missing more than 3 unexcused class periods are considered truant and will be reported immediately to Houston County Social Services. Students may face a loss of class credit if students exceed the required amount of absences

allowed in a year and will be required to make up for lost credit. School doors open at 7:50 and close at 3:10.

ABSENCES

In order to support academic continuity it is important to follow our school's calendar. Absences should occur only because of verifiable illness or unavoidable family commitments. When a student needs to miss school for personal reasons, families should give teachers as much notice as possible. Due to the culture of independence within the school, students are expected to contact the teacher upon return in order to obtain any missed work and establish a deadline for turning in late assignments.

INCLUSIVENESS

There is no greater cause of hurt feelings than being left out of social events. It is important to be aware of the groups your child is part of and include all logical members when planning social events. It is important to us that students in our community treat each other with respect and courtesy. AP is a time of great sensitivity and social turmoil with a focus on peer acceptance. As adults guiding students through this time, we have a responsibility to remind them often of the value of treating others, as they would want to be treated themselves. All forms of abuse, verbal, electronic, and physical, are taken seriously, and the school is committed to dealing with any transgressions.

BULLYING AND HARRASSMENT

The school takes accusations of bullying very seriously. School is meant to be a safe and peaceful place for all students. The full policy is available upon request to the LMSS office.

In this policy are weapons and harm, including self harm policies and neglect.

Eating disorders, self-harm, mental health issues, and issues sexual in nature are taken very seriously. Observation, knowledge and self reporting are encouraged in order to help and support anyone experiencing these at the AP level.

Depending on the severity, students will be conferenced, parents will be notified and expected to follow up immediately with their own child. Students may be refused re-entry if deemed unsafe to themselves or others.

If these behaviors are observed, noted or reported in any manner, a conference with parents will be immediate and Houston County Social Services will be notified.

It is our true hope and desire for all students to succeed and be healthy. Underlying issues and lack of nutrition or abuse are extremely detrimental to their education.

DRESS CODE

- No hats or hoodies in the classroom
- Pants, shorts, etc. pulled up so as not to reveal undergarments.
- No sleepwear, outside clothing (i.e.-winter jackets, boots) will worn in class or any other unnecessary distracting items.
- Students need proper PE clothing and shoes and a water bottle for active use. They will be running and need the correct shoes, supportive underwear and deodorant.
- No perfumes or body spray (they can cause allergic reactions or aggravate asthma).

CAFFEINE AND SNACKS

Caffeinated or energy drinks are dangerous for young adults to drink daily and are not allowed in school. Students will be allowed to eat a snack in a designated area during the morning and are limited to one-5 minute break. Snack must have nutritional value for their developing bodies and brains. Consult the Health and Wellness Policy for healthy ideas.

FAMILY-STYLE MEALS

Once a month, AP students will come together to prepare and eat a meal together. Sharing in this experience will bring the entire class together as a community, while teaching them valuable skills such as budgeting a meal, cooking, and following instructions. In order to afford these meals, each student is required to pay a \$30 fee at the beginning of the year.

ELECTRONIC DEVICES

Due to the potential for disruption, inappropriate material, threats, cheating, bullying and invasion of privacy, all electronic devices (cellular phones, cameras, MP3 players, tablets, Wi-Fi-capable calculators, etc.) are subject to the following rules:

Possession of Electronic Devices

- Personal music is personal so please leave it at home. Students will not be able to access electronics or web sites that offer music/video at school. Young adults do not multi-task well and it has been shown to be a major distraction and interruption to their work cycle when they have headphones on.
- Students may carry electronic devices to and from school. Students may use their electronic devices before and after school as long as they do not create a distraction or a disruption, and that it does not impede a student preparing for class. Use of these devices at any time during the school day is prohibited. All such items should be turned completely off and kept in the designated area until the end of the school day.
 - Parents/guardians are advised that the best way to get in touch with their child during the school day is to call the school office, 507-895-4054.

Disciplinary Action

It is the student's responsibility to ensure that their electronic devices are turned off and turned in during school hours. Students who violate the above restrictions are subject to disciplinary action, including confiscation of the electronic device and/or suspension from school. As a general rule, the following actions may be taken:

- **1st Violation**—Electronic device will be confiscated, then returned to the student after an administrative conference at the end of the school day.
- **2nd Violation**—Electronic device will be confiscated and then returned only to the student's parent following a parent conference.
- **3rd Violation**—Electronic device will be confiscated and then returned only to the student's parent following one (1) day of in-school suspension and parent conference.
- **4th and all subsequent Violation**—Confiscation of the device, then returned to parent after a suspension and parent conference (Suspension from school may be for up to 10 school days as determined by the disciplinary team).
 - The Disciplinary Team is defined as at least one (1) LMSS administrator and at least one (1) classroom teacher.

Theft of Electronic Devices

LMSS will not be responsible for electronic devices that may become lost or stolen while at school or at school sponsored activities.

INTERNET AND COMPUTER USAGE

Only sanctioned use of the computers, the Internet, and any other electronic devices is allowed. Students are responsible for good behavior on the school computer network just as they are in a classroom or a school setting. Communication on the network is often public in nature. General school rules for behavior and communications apply.

The network is provided for students to engage in academic endeavors. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege – not a right. We expect our students to use technology with discernment and integrity.

Network and computer storage areas will be treated like school lockers. Teachers and administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on the network server will always be private. Within reason, freedom of speech and access to information will be honored.

Students will be given a password that is to be kept confidential at all times. Any student who feels their password has been violated must contact the teachers immediately. Anytime a student's work appears to have been copied from the network files, the student who copied the work will be treated according to the general rules of cheating.

To ensure computer viruses are not shared from outside computers, USB drives need to be only used at school on school computers. Make sure they do not contain any files from home, library, work, or other devices. Any costs related to repairing the school network or computing systems related to transfer of viruses and the like are subject to financial reimbursement by students/parents/guardians.

The following are not permitted:

- Intentionally accessing inappropriate web sites
- Sending or displaying offensive messages or pictures
- Accessing movies, music or other media content for personal reasons
- Using devices and materials in an inappropriate manner that may or may not lead to damage of devices or materials
- Using obscene or hurtful language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using another student's password
- Trespassing in another student's folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Unauthorized personal e-mail or Instant Message type communications

Violations will be dealt with using the three-strike method:

- **1st violation** = student will have no access to computers for up to 1 week
- **2nd violation** = student will have no access to computers for up to 6 weeks
- **3rd violation** = student will have no access to computers for remainder of the semester or up to the remainder of the school year.

Violations may also result in grade reduction as well as other disciplinary or legal action.

FLIPPED CLASSROOM

To assist students with their assignments in school with teacher direction, classes may implement a "Flipped Classroom" model. A Flipped Classroom is where the working and learning content happens in class, and the prep, reading or note taking happens outside of class. For example; students in a literature class would read the story prior to the class as homework and then class time is devoted to the assignment portion. This should help students and parents. No need to "know" what happened in class and how to do the assignment, parents can help them to read and take notes. It is vital for students to complete all of their readings or note taking before the class so students receive the full benefit of this model.

FOREIGN LANGUAGES

Students enrolled in online foreign languages are required to complete the course within the time period allotted. Semester courses must be completed in a semester to be considered for credit. Students must satisfactorily pass the course in order to earn credit. Any student needing to repeat the course due to a failing or incomplete grade will be charged to re-take the credit.

POST-SECONDARY EDUCATION OPTIONS (PSEO)

Post Secondary Enrollment Options (PSEO) offer current high school students the opportunity to earn college credit in a collegiate setting while progressing through high school requirements. Students are encouraged to engage in PSEO courses at eligible post-secondary institutions. While PSEO is a public affordance, LMSS recognizes PSEO as a privilege, not a right, to their educational experience. All students looking to engage in PSEO must attend a PSEO counseling session the semester BEFORE the student wants to engage in PSEO coursework. Dates for PSEO counseling will be announced in September. All eligible students must indicate whether or not they are taking PSEO classes by May 30th of each year. PSEO Eligibility – PSEO eligibility is determined by the Minnesota Department of Education (MDE) and the PSEO site individually. Additionally, LMSS requires that students looking to engage in PSEO must have earned a GPA of at least 3.0 in the previous semester with no course grade lower than a 3.0.

Please refer to the Minnesota Department of Education's Postsecondary Enrollment Options Guide-June 2016 (MN Statute 124D.09) for details.

With that, parents will be subject to the following policies:

- Students who do not successfully complete a PSEO Program course will be charged for all expenses incurred by the LMSS for that course if said failure resulted from the student not meeting all course obligations such as attendance, assignments and long-term projects.
- Students or parents will be responsible for all transportation costs incurred as the result of participation in the PSEO Program. Some students may be eligible for transportation aid. (Please refer to the Minnesota Department of Education's Postsecondary Enrollment Options Guide-June 2016 for details.)
- Students must register their vehicle every semester that the student is engaged in PSEO (see Student Parking). If the student is receiving transportation from a parent, the parent must notify the school.

Balancing PSEO and LMSS Requirements – Students will not be allowed to work on PSEO coursework during the school day while on LMSS property. These times include passing periods, independent study halls, and lunch, to name a few. Students are allowed to receive academic counseling from staff at LMSS during after school hours or conference times. Additionally, students are not permitted to print PSEO course material at LMSS. Unless otherwise permitted, students will not be able to utilize LMSS resources for PSEO coursework.

Risk of non-Graduation – The benefits for engaging in a PSEO course is boundless! However, there is a risk for students in this program. If a class required for high school graduation is not successfully completed, the student may not be able to graduate with his or her class, and a grade may be recorded on a permanent college or university transcript.

STUDENT PARKING

Due to very limited parking at the school, student drivers may park on any side streets available for parking. Students are required to follow all local laws regarding seasonal and event parking and all liability belongs to the student.

1. All students must be licensed and covered by insurance.
2. At no point during the school day are students allowed to drive another student in their personal vehicle. In terms of driving peers before and after school, LMSS does not consider these times school hours; thus, LMSS assumes this to be the responsibility of the student and family of those involved.
3. With written permission from all AP teachers and all legal guardians, eligible students will be allowed to drive to and from field trips. This is a very limited privilege and will only be allowed with extensive consideration.
4. While the school district makes a concerted effort to maintain a safe and orderly campus environment, the school is not responsible for any automobile, its contents, or damage to private vehicles either on or off school property. The school district is also not responsible for theft or vandalism that may occur to a vehicle or its contents while parked on our lot or in the vicinity of the school.

OPEN CAMPUS (LUNCH BREAK)

At this time, there is not an open campus at LMSS. Students are not allowed to leave during their lunch break for any reason without a parent/guardian escort. This policy is scheduled for review during the 2018-19 school year, and updates will be communicated with all families upon completion.

Career Exploration Non-Paid Internship: Parent Information

May 19-28, 2018

All Paperwork Due to Office by April 2, 2018 8:00 a.m.

Parents are required to attend one of two Job Shadowing days at school, Tuesday, January 30th or Wednesday, January 31st from 8:30-11 am. You will be working with your son/daughter to research job shadowing sites, helping your son/daughter to make contacts, finalizing the required paperwork.

There are several benefits for students' internships: they learn what it is like to work at a real job, they experience responsibility for tasks in a "real world setting," they work with and for others, they must self-evaluate and be fully professional and prepared each day. The key is for students to participate and work side-by-side with an adult who is passionate about one's work. In order for the experience to be fully realized the following elements are required:

- To work with a supervisor, not a family member
- To choose a work site that matches their career choices
- To not repeat an internship site
- To be able to participate actively, not just shadow
- To be responsible for some tasks, not just observe
- To be communicating with customers and staff not just quiet-human interaction is important
- To be scheduled for 30 hours over a five day term-it is ok to schedule on the weekend if needed
- All students must participate

The student-internship is a decision between you and your daughter/son. There are several things you need to consider together.

- How responsible is your daughter/son?
- Do they make a good employee?
- Do they have appropriate clothing?
- How are they getting to/coming home from work?
- What days/times have you arranged with the supervisor?
- Have you met with supervisor and feel comfortable with the internship?
- Have you shared safety concerns and set parameters with daughter/son and supervisor?
- When are their breaks?

Parents are responsible for providing the supervisor with emergency phone numbers and for checking with the supervisor EACH DAY regarding their child's efforts and behavior; the student-intern is responsible for their own behavior during the internship. I will be observing once during the internship and will meet once with the supervisor regarding their efforts.

Please provide a thank-you card for your daughter/son to fill out and leave with the supervisor at the end of the internship.

Finally, check over all final work that is required and the due date. No late work is accepted for this. This is one full credit and not able to be "made up" later.

Volunteer and Community Service

Parent and Student Informed Consent Form School Year September 2017-June 2018

As the parent/guardian of a student attending the Adolescent Program at La Crescent Montessori & STEM School, I am aware that s/he must complete a certain number of volunteer hours as part of the school's graduation requirements. Montessori believes that volunteering builds connection to the community, stronger work ethic, and an opportunity to improve life skills.

We understand that these volunteer hours must be completed outside of school hours, beginning in June and ending in May of the following year. We understand that La Crescent Montessori staff will not be responsible for setting up students' volunteer activities, nor will LMSS staff be expected to provide volunteer opportunities.

We understand that the school district prohibits a student from undertaking any activity that may place the student or the supervisors at an unnecessary risk of harm. We understand that it is the responsibility of the parent/guardian to ensure that the volunteer site is safe and that the supervisor is following all necessary safety procedures.

Being fully informed and aware of the risks associated with the volunteer/community service, as well as the importance of this volunteering requirement, I hereby give my permission for my child to participate. I release La Crescent Montessori & STEM and all of its staff members and assume any risk inherent in the activity.

| | | | | | | |
|------------------------------|--|--|--|---|---|---|
| Check student's grade level: | <input type="checkbox"/> 7 th | <input type="checkbox"/> 8 th | <input type="checkbox"/> 9 th | <input type="checkbox"/> 10 th | <input type="checkbox"/> 11 th | <input type="checkbox"/> 12 th |
| Hour Requirements by grade: | 10 hrs. | 15 hrs. | 20 hrs. | 20 hrs. | 25 hrs. | 30 hrs. |

LMSS Field Trip and YOE Behavior Policy

All students participating in a LMSS Field Trip and/or YOE (Youth Outing and Explorations) event as part of the curriculum at La Crescent Montessori & STEM School will be expected to conduct themselves in an ethical and respectful manner. Inappropriate language, destruction of property, physical aggression, failure to tell staff where you are, disrespect of yourself, others and the environment are some examples of behaviors that will not be tolerated. Any child who exhibits unethical, disruptive or disrespectful behavior at any time will be given a warning promptly. If the warning does not result in immediate corrective action by the student, parents/guardians will be notified to come and pick up their student who will be dismissed from the remainder of the LMSS field trip/YOE. Please discuss this policy and these expectations with your child so that everyone is aware of this behavior policy.

LMSS Textbook and Material Lending Agreement

School Year – 2017-2018

Textbooks, workbooks, and other materials that are property of LMSS and LMSS staff that are made available on loan to students are subject to the following conditions:

1. All loaned items must be checked out to students and recorded by staff with record of any defects or faults at that time. All books must have covers before being loaned to the student. Any student who fails to cover their book within one week of lending will be fined \$2.50 per uncovered book to counteract the cost of covering said book.
2. Students are required to return all checked out items within one week of request.
3. Any items that are found to be missing, damaged, worn beyond normal are subject to full replacement of equal or greater value/quality by the student. Replacement of any item is required within 15 days of notice by LMSS staff to students. Failure to provide full replacement within 15 may result in additional charge from LMSS to include any additional shipping and handling required to replace the item(s).
4. Students that have failed to follow any of these guidelines, or have outstanding replacement fees may be denied the privilege of utilizing LMSS & LMSS staff property.

5. No items will be available for loan until this agreement is signed and on file in the LMSS office.

Lab Permission La Crescent Montessori & STEM School

La Crescent Montessori & STEM (LMSS) courses are taught with as much hands on application as possible. As with any practical application, some dangers are inherent. The instructor will teach safety precautions and personal protective equipment (PPE) will be provided. Every student is expected to listen to and cooperate with the instructor in the use of safety related items and techniques. The courses are mainly taught on school grounds. Students will be transported, when necessary, from LMSS to the site. While in the class, each student will be provided PPE and safety instructions pertaining to the assigned task. Some safety instructions will be assigned as readings before attending lab.

With necessary cautions from students and with the instructor, injuries in these courses can be avoided. The school is not responsible for accidents in the lab when safety guidelines/instructions/directions are not followed. By signing this permission form, the student will know that you are cooperating with the instructor to avoid dangerous acts that students commit without the knowledge of the instructor.

If a student consistently does not follow safety precautions (i.e. not wearing PPE, or placing themselves or others in harm's way), or consistently does not complete laboratory work before, during, or after lab, students may be removed from the lab portion of class. This may result in students failing that portion of class. This may result in students failing that portion of the class, which may result in the student failing the whole course.

La Crescent Montessori & STEM School Supply List 2017-2018 Adolescent Program (Grades 7-12)

The items on this list are really important- please make sure you have the necessary school items by the first day. Some of these items do not have to be new or re-purchased every year if you have a sufficient supply or if the items already purchased are still in good condition. Make sure to mark the supplies you've gotten in order to keep track of what is still needed. It is mandatory for AP students to have all supplies on the first day of school. Please let us know if you have any extenuating circumstances that prevent you from obtaining any of these items.



USB Jump Drive (2Gb or higher)



Graphing Calculator



pair of headphones

1

pair of headphones w/ a microphone attached (HS), must have only one jack to fit



Chromebooks

5

1 1/2 Inch Ring binders



1

pair of inside shoes

1

box of page protectors



1

backpack

1

pencil box

2

packages of #2 pencils

6

composition notebooks

8

pocket folders with holes to fit a 3 ring binder

1

Package of highlighters



3

tri-fold boards

3

Poster Boards

1

set of utensils and dishes (knife, fork, spoon, plate, bowl, and a cup)

2

package of loose-leaf wide rule paper

5

large sized book covers



Shared Items

6

glue sticks

2

bottle of liquid glue

3

boxes of Kleenex



1

package of napkins

1

package of hot glue sticks

1

Package of color pencils

1

Package of Color markers

2

Rolls of Scotch tape

2 packages of index cards (1 large and 1 small)



1 bottle of dish soap

3 piece pack of Clorox Wipes

1 package of copier paper

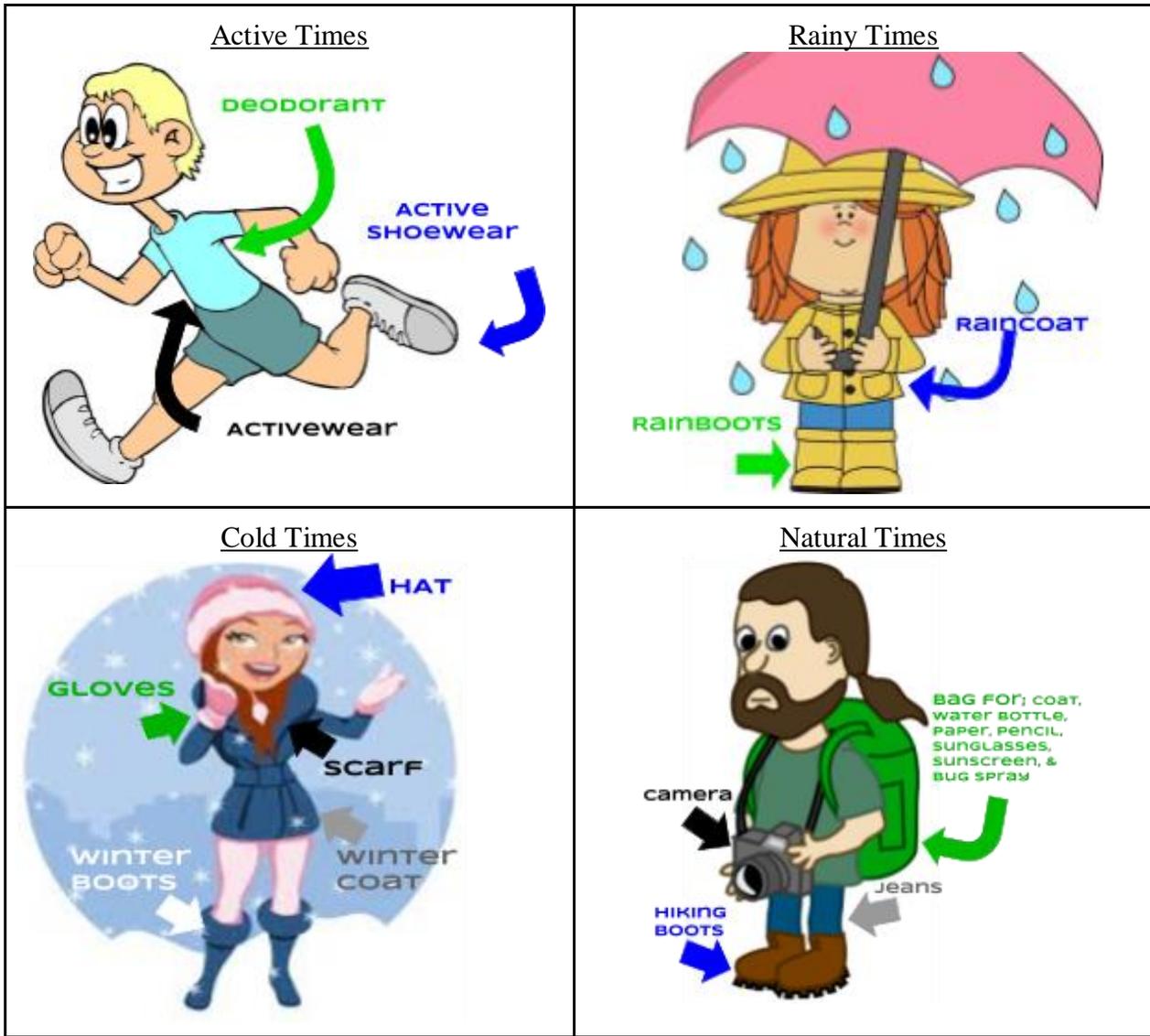
1 package of dry-erase markers (black, blue, Red, green)



1 Scotch package of laminating Pouches



2 package of loose-leaf, three hole punched quadrille paper (for graphing in math)



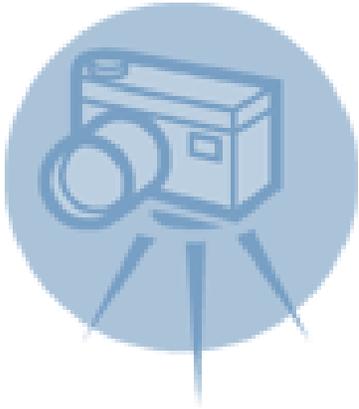
Optional Items

1

Personal plain small white board (8x11 inch) w/ dry-erase markers

1

Stapler and staples



Release Form for Media Recording

I, the undersigned, do hereby consent and agree that La Crescent Montessori & STEM School (LMSS), and its employees have the right to take photographs, videotape, or digital recordings of me and may use these in any and all media, now or hereafter known, and exclusively for the purpose of LMSS. I further consent that my name and identity may be revealed therein or by descriptive text or commentary.

I do hereby release to LMSS and employees all rights to exhibit this work in print and electronic form publicly or privately and to market and sell copies. I waive any rights, claims, or interest I may have to control the use of my identity or likeness in whatever media used.

I understand that there will be no financial or other remuneration for recording me, either for initial or subsequent transmission or playback.

I also understand that LMSS is not responsible for any expense or liability incurred as a result of my participation in this recording, including medical expenses due to any sickness or injury incurred as a result.

A parent or guardian and I, have read and understand the foregoing statement, and am competent to execute this agreement.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Student Signature

Date

Agreement Of LMSS Policies and AP Handbook 2017-2018

A parent or legal guardian **and** the student must initial all below statements and sign at the bottom stating that you are have read, understood, are in agreement with, and know to the best of your knowledge the policies of LMSS and AP.

_____ Career Exploration Non-Paid Internship

_____ Volunteer and Community Service

_____ Parent Permission Form

_____ LMSS Field Trip and YOE Behavior Policy

_____ LMSS Textbook and Material Lending Agreement

_____ LMSS Media Policy

_____ LMSS Laboratory Form

I give permission for my child to use the lab equipment as long as safety is stressed. I realize the need for proper student discipline and wish to ensure to the school proper behavior of my child while in the LMSS Laboratory. I, as the student, ensure to the school that I will follow protocol for proper laboratory safety and preparation.

_____ Computer Usage and Lending Rules/Policy

_____ Student has all immunizations and paperwork up to date before entering the building on the first day of school. Or parents have filled out paperwork stating that that the student will not be immunized.

_____ Student has an up to date physical before the first day of school and the appropriate paperwork filed.

_____ Adolescent Program Handbook Rules and Regulations

Parent/Guardian Signature

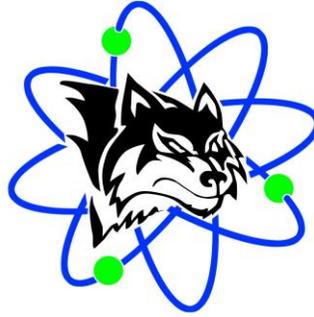
Date

Parent/Guardian Signature

Date

Student Signature

Date



La Crescent Montessori & STEM School
Minnesota Public Charter School District 4054
1116 South Oak St. La Crescent, MN 55947
507-895-4054 (ph) 507-895-4064 (f)

PARENT PERMISSION FORM FOR OUTING PARTICIPATION

Dear Parent or Legal Guardian:

Your son/daughter will be invited, with good academic and personal conduct, in the 2017-18 school year, to school-sponsored activities requiring transportation to a location away from the school premises.

I grant permission for my son/daughter to participate in routine class field trips that are scheduled by teachers of La Crescent Montessori & STEM School. I understand that on such trips students will travel by foot, bicycle, or other vehicle. Other vehicles may include parent volunteer family vehicles. I further understand that teachers, teacher assistants, and approved adult volunteers will accompany students. This permission is valid for field trips conducted during the regular school year from September 5, 2017 through June 5, 2018. Additional information will be provided to me regarding the details of each trip when they occur.

I understand that more extensive class field trips may be scheduled during the year. Overnight stays, or other unusual circumstances characterize extensive field trips. Students will bring individual permission slips home to be signed and returned before they will be allowed to participate in extensive field trips.

In consideration of the opportunity for my child to participate and fully recognizing that such an undertaking involves an element of risk, we assume all risks and hazards incidental to such participation and do hereby release, absolve, indemnify and agree to hold harmless La Crescent Montessori & STEM School and its agents, employees, officers, chaperones, leaders, organizers, sponsors and persons transporting our children to and/or from these activities.

I hereby consent for my child, _____, to participate in all routine events/field trips described above. I further consent to the conditions stated above on participation in this event, including method of transportation.

In the event of an emergency and I/we cannot be contacted, I/we hereby authorize that emergency treatment may be administered by decisions made by LMSS staff.

The following are special circumstances regarding my child you should be aware of:

Parent/Guardian Signature _____

Date

PARENT PERMISSION FOR PARTICIPATION IN OWL CURRICULUM

Dear Parent or Legal Guardian:

This document, when signed and returned, will give your student preliminary permission to participate in the OWL curriculum for the 2017-2018 school year. This document can be signed before or after parent orientation, discussed below. Dual-permission from both parents/guardians is not required, however it is preferred.

This document, when signed and returned, will give your student preliminary permission to participate in the OWL curriculum and states that you are aware of the curriculum. You may sign this at your leisure, at August conferences, or even after the parent orientation in August. *You will also* need to attend a two hour parent orientation on *either* **Wednesday, September 6th at 2:45 pm** or **Saturday, September 16th at 10:00 am**. Please forward any questions or clarifications to Ms. Kate or Ms. G.

I hereby consent for my child, _____, to participate in the Our Whole Lives Sexuality Education program which includes the Our Whole Lives Curriculum and certifies the right for guides to answer student questions related to curriculum content, acknowledging these questions may pertain to sexual health, sexuality, relationships, or gender.

Guardian Signature: _____ Date: _____

Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

Circle the orientation date you would prefer -- we will discuss again at August conferences:

Wednesday, September 6th at 2:45 pm

Saturday, September 16th at 10:00 am
