

New Discoveries Montessori Academy

**Student - Parent Handbook
2011-2012**



2011 – 2012

Our mission is to provide children with a quality education that prepares them intellectually, physically, socially, creatively, and emotionally for our changing world and all its joys and challenges.

NEW DISCOVERIES MONTESSORI ACADEMY
STUDENT - PARENT HANDBOOK
2011-2012

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Office Hours: 7:30 a.m. - 4:30 p.m.

Dave Conrad, Director
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DISTRICT #4161

SCHOOL BOARD MEMBER ROSTER
2011-2012

Karen Olson	Chair,
Rick Larson	Vice Chair
Greg Robbins	Treasurer
Cynthia Vold	Secretary
Kirsten Kinzler	Community Member
Derek Niemeyer	Parent
Aaron Stolp	Teacher
Dave Conrad	Director
Chuck Herdegen	Business Manager
Jo Moore	Administrative Assistant

To contact a staff member by email, address your message as follows:
firstname.lastname@newdiscoveries.org

New Discoveries Montessori Academy
Staff Roster 2011-2012

Certified Staff

Stephanie Bandas – Children’s House Teacher

Lynn Brown – SpEd Teacher

Diane Bruemmer – SpEd Teacher

Dave Conrad - Director

Jaclyn Gehrke – E2 Teacher

Donna Herdegen – Title 1

Betty Jodzio – E1 Teacher

Theresa Larson – E2 Teacher

Tari Niemeyer – SpEd Teacher

Margaret Shimpa – Title 1

Sarah Smith – E1 Teacher

Aaron Stolp – E2 Teacher

Cynthia Vold – Children’s House Teacher

Carol Wilson – E1 Teacher

Support Staff

Jill Corson – SpEd Para

Sue Dahlke – Food Service Manager

Robert Ecklund – Food Service

Sheri Ellis – SpEd Para

Steve Ellis – SpEd Para

Bill Erickson - Custodial

Tara Erickson – Front Desk

Nicole Grack - Nurse

Scott Hanson – E2 Para

MeiLi Harris – SpEd Para

Chuck Herdegen – Business Manager

LuAnn Hoffmann – A/P, Payroll

Deborah Houseman – E1 Para

Mark Jensen – SpEd Para

Michaleen Kalenberg – SpEd Para

Tim Kinzler - Maintenance

Susan Kubasch – Food Service/Para

Jo Moore – Administrative Assistant

Cheryl Myers – E1 Para

Michelle Nadeau – SpEd Para

Derek Niemeyer – SpEd Para

Steve Noga - Technology

Leslie Plombon - SpEd Para/Playground

Eric Pokornowski – Phy. Ed.

Sandra Prieve – Children’s House Para

Cynthia Prior – E2 Para

Julie Puder – Children’s House Para

Linda Riederer – Food Service

Cyndi Ryan-Lauer – Music Teacher

Bernadette Scharpe – E2 Para

Kimberly Schmitz-Kuharski – SpEd Para

Niccole Schwartz – Lunch Clerk

Chuck Stenberg – Food Service

Sue Stenberg – SpEd Para

Taunya Theis – Food Service/Para

Heather Vaillancourt – E1 Para

Contracted Staff

Syneva Barrett – Montessori Consultant

Joanne Bolland – Public Health Nurse

Dana Hamilton – PT Services

Sheila Herd – Mental Health Counselor

Jenn Neznik – OT Services

Sandy Strand – Special Education Director

Kendra VanderLinden - Speech

Beth Wurdell – Speech

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Dear Parents/Guardians,

What a joy it is to welcome you to New Discoveries Montessori Academy during this, our sixth year. The following pages exist as a resource for you to refer to as the year progresses. Please make note of the table of contents on the facing page for quick reference to the items you will find within the handbook. If you have a question that is not answered among the following pages, please don't hesitate to contact us via email, by phone, or we'd love to visit with you in person.

We are looking forward to discovering something new with you and your child(ren) this year. Have a great year!

Sincerely,



David L. Conrad
Director



New Discoveries Montessori Academy

Vision: Through nurturing the development of each child, children will be given the tools to grow into an independent, responsible, and compassionate life-long learner realizing their place in the world.

We will accomplish this with Montessori philosophy as the core of our curriculum, highly-trained staff, stimulating classroom environments and exceptional manipulative materials where children explore and are free to master skills.

We are dedicated to maintaining a warm, nurturing and joyful environment where each child will...

- Receive a quality education that supports his or her individual development.
- Have the freedom to choose, balanced by the responsibility to be productive.
- Not be afraid to make mistakes.
- Learn according to his/her personal learning style and time line.
- Reach his/her academic potential without grade level limits.
- Learn how to handle situations with grace and courtesy.
- Enjoy beautiful, orderly, harmonious surroundings.
- Develop self-discipline and self-teaching abilities that will last a lifetime.
- Learn how to live and work together with others in a peaceful and caring community.
- Appreciate the beauty of the world they live in.

This program fosters self-motivation, self-discipline, compassion, independence, critical thinking, social and personal responsibility and respect for others and the environment. It is our vision that children gain a strong sense of self and realize a life-long satisfaction and joy in learning, working, and exploring life.

We believe this will enable our children to share and contribute their unique talents in the world.

Mission: "Education for Life" To provide children with a quality education that prepares them intellectually, physically, socially, creatively, and emotionally for our changing world and all its joys and challenges.



Attendance

Regular school attendance is one of the most important ingredients in achieving a successful education. Minnesota law requires students to attend school.

If your child will not be attending school on a given day or will be tardy, please call the office between 8:00 and 9:00 a.m. If we do not hear from you by 9:15, we will contact you or your emergency contact at home or work to verify your child's absence. If your child becomes ill or injured during the day, the school will contact you at one of the numbers you have provided on the **emergency card**. We do require that families provide an additional emergency contact person in the event that the parent cannot be reached. Students arriving between 9:01 and 10:00 a.m. will be counted as tardy.

Attendance Policy and Procedures

EXCUSED ABSENCES are:

- Illness of the student, which causes him/her to remain home or go to the doctor (please ask the doctor for a note and return it to the office immediately)
- Medical/Dental appointments
- Family emergencies
- Death of a family member or near relative
- Religious holiday (please inform the office ahead of time)
- Family vacations on a limited basis

Some examples of absences that are NOT EXCUSED:

- Parents who do not call the attendance line to report their child's absence or send a note about the absence when the child returns
- Overslept
- Missed the bus
- Car trouble
- Baby-sitting
- Shopping
- Running errands
- Needed at home

Unexcused Absences:

1 day - contact by phone informing parent of policy

3 days - first letter to parent and a copy is given to the classroom teacher

5 days - letter to parent requesting a doctor's note for any further absence

6 days - conference request with parent, director and classroom teacher

7 days - Educational Neglect/Truancy Report filed with McLeod County and a letter to parent informing them about the report filed

Excused Absences:

*8 days of excused absences per trimester - a letter will be sent to the parent, on a case by case basis. A copy of the letter will be given to the classroom teacher.

*24 days or more per school year may warrant an Educational Neglect/Truancy Report to McLeod County. This will be determined on a case by case basis.

Excessive Tardies:

5 tardies - phone call to parent about our concerns

8 tardies - letter to parent

This will be determined on a case by case basis

Start/Stop Times

A typical school day at NDMA starts at 9 a.m. and ends at 3 p.m. Elementary school is an excellent time to begin teaching your child the importance of being on time. Please encourage their being on time.

If your child is not in his or her classroom at 9:01 they will be considered “tardy”. On those days, you will be required to bring the student into the building and sign them in at the front desk. **Do NOT drop them off at the front of school and leave.**

When your child is tardy, he/she will miss ordering their lunch, which is taken first thing in the morning. On the days being tardy is necessary, please call the office prior to 9:00 to inform us of the following:

1. Your child will be late
2. What time they can be expected.
3. Whether your child will need a lunch ordered or he/she will bring their own that day.

Please do not email or call the teachers with this information. We ask that you *call the office*, prior to 9:00, provide the above information, and then we can transfer your call to the classroom, if you would like to speak with the teacher.

Neglecting to call in each time your child will be late could mean that you are called later, and asked to deliver a lunch to your child, if necessary.

Students should **NOT** be at school earlier than 8:30 on normal start days.

Please see attached dismissal procedure. We ask that you not make a practice of picking up the students before that time, unless absolutely necessary.

Procedures/Schedule for Dismissal

For safety reasons, NDMA will stagger dismissal times this school year.

Families who pick their child(ren) up after school should adhere to the following schedule:

1. If children are picked up individually, they will be dismissed in the following order:
 - a. Kindergarten - 3:05 p.m.
 - b. First, second and third graders - 3:10 p.m.
 - c. Fourth, Fifth and sixth graders - 3:15 p.m.
2. If children are picked up as a *sibling group* or part of a *carpool* they will be dismissed at 3:15 p.m. from the music room.

Students who ride the bus will be dismissed in the following order:

1. Kindergarten - 3:05 p.m.
2. First, second and third graders - 3:10 p.m.
3. Fourth, Fifth and sixth graders - 3:15 p.m.

Student Drop-Off and Pick-up:

If you bring your child to school, and you walk into the building with him/her, please walk with your child as far as the lobby. At that point, your child will proceed to the classroom by him/herself. If you are here to meet with a staff member, please stop at the front desk to sign in and pick up a visitor/guest badge. You must wear the badge while you are visiting, and return it to the front desk when you sign out to leave.

Student pick-Up

We will only release students with parents/guardians and those included on the Permission to Pick Up forms. We will begin checking ID's for people we do not recognize. In that case, parents/guardians will need to send a note to school if anyone other than someone approved for pick-up will be picking up your child.

Who May Or May Not Pick Up A Child

In an effort to keep all students safe, we have had all parents sign forms listing who may or may not pick up a student. That list is in the office, and any time someone comes to pick up a child the list is checked to make sure that person is listed as someone who may pick up the child. We also have the right to ask for proper identification, from anyone we do not recognize.

Please remember to keep us informed about any/all changes to the list of names, phone numbers, etc. It is your responsibility to inform the office of all changes, in a timely manner.

If you have a court order denying someone contact with your child, please give the office a copy of the orders.

At any time you need to add someone to your pick up list, please do so **in person**. We can not make changes to your list by your making a phone call to the office.

Student Illness

If it should be necessary to keep a child home, due to an illness, **we require that you call the office to inform us.** Failure to do so would result in an **"unexcused absence"**. We ask that you call us **every day** a student will be absent.

Please leave that information with the person in the office that answers the phone. **Do not call or email the teacher,** or send a note with another child, as the information may not get to those that require this information in a timely manner. So please leave the information with the office.

We realize if you have more than one child, it is tempting to have one child tell the teacher about another's sibling's absence, but they often forget. We need this information in a timely manner from the parents or guardian.

**Also – refer to the Nurse's page for more information pertaining to illness.

If your child is taken to a doctor, please request a note from the doctor. When you are dropping off your child, and checking them in at the office, give that note to the front office.

Visitor Sign-In

NDMA welcomes visitors at any time during the school day! When arriving at the school, **we require that you check in at the office before entering the rest of the building.** This will allow our office personnel to be aware of your visit. You will be asked to sign in and wear a “visitor’s badge.” This is for the safety and protection of everyone in the school.

Signing in at the office is certainly not meant to discourage parents or community members from volunteering and/or visiting the school, but only to assist personnel in knowing who is in the building. We are very happy to have parents, grandparents, guardians, and community members visit the school. You can observe for yourself the educational process in which children are participating.

Late Starts

The following are the designated “late starts” for 2011 – 2012.

October 12, November 9, February 8, April 11, and May 9.

Please keep those dates in mind and do not drop your child off earlier than one-half hour **before school starts.** Our staff uses that time for staff development and staff meetings. If you drop your child off, you will likely be called to come and pick them up.

Messages For Your Child

We understand there may be times that it will be necessary for you to call the school office to leave a message for your child. Please try to inform your child about after school instructions prior to dropping them off at school, whenever possible.

Due to the number of calls we have received on a daily basis, we have had to implement a procedure regarding phone calls with messages for students. Please read them carefully.

When it is necessary for you to call and leave specific instructions for your child, the message will no longer be taken in the office. Your call will be sent to the classroom. Please, remember to call as early as possible. Often times the class is out of the classroom in the afternoon and your call would go into voice mail. Call **prior to 2:00**, when possible. The teacher will check for those messages when returning to the classroom.

If you need to pick up your child *before* the time he/she is released, you will need to sign in at the office, get a visitor’s badge and go to locate your child. Please do not call the office and ask that your child wait in the office for you to pick them up. It is important that the student be in his/her classroom as much of the day as possible.

****Note –** We understand these calls are necessary at times, but please try to avoid making “daily” calls.

Bad Weather

Should it ever be necessary to cancel school, due to bad weather, please listen to KARP/KDUZ, or WCCO, or watch the news for updates. NDMA will start late or close any time HUTCHINSON SCHOOL DISTRICT is late or closes. (Please watch or listen for HUTCHINSON SCHOOL DISTRICT, not *New Discoveries Montessori Academy*.) If school is starting late, please keep in mind that the staff may also be late, so **DO NOT** bring your child to school at the normal time.

If weather causes a one hour late start, do not bring your child before 9:30. If it is a two hour late start, do not bring them before 10:30.

If school closes early due to bad weather, you can be alerted to the early close on the radio or TV, as well as in a late start. If you have internet access, you can be alerted to closings by going to WCCO and go to the link to request to be alerted. While it might be tempting to call the school periodically through the morning to see if “school is going to close early”, it may become frustrating to you if we are unable to answer your question. We will not know about an early school closing until we get the official call from the Hutchinson School District office, informing us of the closing.

Also, please do not ask the school office to call relatives of a student, to tell them school will be closed and they need to pick up a child for you. If you feel there is a chance that school may close early, please inform family members to watch the news, so they can become informed that way. We cannot possibly be responsible to call family members for you, at the time of closing. The students will need to be picked up as soon as possible, following the closing.

Conduct

It is our expectation that students at *New Discoveries Montessori Academy* consistently behave in a manner that is safe and respectful. We acknowledge that each child is responsible for his/her own behavior. We will make an effort to help each child assume responsibility for his/her own behavior by establishing expectations that are clear and consistent. To that end, we have established a simple set of **RULES** that everyone will be accountable for.

New Discoveries Montessori Academy Rules

- RESPECT self
- RESPECT others
- RESPECT property

If a student is not following a rule, a staff member will help to facilitate a plan to help the child assume his/her responsibility for the right behavior. The parent/guardian will be contacted after the second infraction, unless a child’s safety is concerned. In that case, the parent(s)/guardian(s) will be contacted immediately.

In addition to the rules, *New Discoveries Montessori Academy* staff will present specific **PROCEDURES** for students to learn and practice until the procedures become **ROUTINE**. Each classroom, for example will have established procedures for entering and leaving the classroom. There will be specific procedures for field trips, lunch room, etc. It is our belief that by articulating and rehearsing expected procedures, students will know the freedoms and the limitations that are appropriate. We will be sending lists of procedures home from time to time for you to be aware of.

Dress Code

Students should dress appropriately and respectfully, and their clothing should portray modesty (**NO** spaghetti straps). If staff feels a student's clothing is inappropriate, we will contact the parent.

Hats will **NOT** be allowed to be worn anywhere outside of the classroom, but only in the classroom if the teacher allows it.

Please consider the weather in helping your child dress for school. Weather conditions can change during the day, and often quite quickly, so students must be prepared. If your child does not have the proper attire for bad weather, the teacher may call you and ask that you bring what is needed.

Note – *Heelys* are **NOT allowed in school.

Parent Contact Information

The school makes every effort to try to keep student files current, for emergencies, but we ask for your cooperation in doing this.

ANY time there is a change in a child's home address, phone number, parent cell phone number, work number, custody information, etc., please **inform the office immediately**. Do not call or email the teacher.

Without current information, it is difficult, if not impossible to reach you in the event of an emergency.

Please call the office directly as that is the best way to assure the information gets into the system. By speaking with us directly, if we have questions, we can ask them at that time.

** Note – Remember that it is very important for you to update us with any changes. We would not want to find ourselves in an emergency situation and not have a way to contact you!

School's Policy Regarding Electronic Games & Cell Phones

Cell phones and electronic games are **not allowed** in school. If your child brings a game to school, he/she will need to turn it in to a staff member for the parent to come and pick up.

Cell phone use during the day is **not allowed**. Should your child abuse this, the phone will be confiscated and the parents will be asked to come and pick it up.

School Calendars

Please keep your school calendars handy and in a location that makes it easy to refer to. Do not assume that NDMA has school because there is school at NCCS or the Hutchinson School District. Although an attempt was made to keep the schedules similar, it was not possible to do so. **Please check your calendar often to stay informed.**

Recess & Playground Rules

We believe the playground is an extension of the Montessori classroom; students are given the opportunity to experience each piece of equipment in its intended purpose:

- Always go down the slide, not climb up it. Feet first
- Always use parallel bars for balancing, not standing
- Take turns on the equipment
- Running, chasing and Tag games need to be played on the woodchips, not on or under the equipment
- Refrain from tumbling, tackle football, punching and shoving type games in the playground and outside the fence
- Line up in your designated area quietly when the whistle is blown
- Students will be in control of their bodies (i.e. hands and feet to self)
- Inappropriate language or bullying is not allowed
- One person at a time on a swing, sitting on bottoms
- Always walk and wait your turn around the equipment
- E1 and E2 students are allowed to jump rope on the cement staying away from the basketball hoop
- E2 students are allowed to play soccer outside the fence, following rules created within the classroom. This is a privilege and will be taken away if rules are not followed
- Stay off the parking lot
- The storage closet is for staff only. Not students are allowed inside the shed.
- The door to the building will remain closed, not propped open during recess.
- Proper gear will be worn on the playground, especially during the cold days : hats, mittens, coats, boots, and snow pants

When rules are broken:

On the playground equipment, they will stay off the play structure for the rest of that recess.

If rules are broken outside the fence, they will be inside the fence.

Playground staff will resolve issues with students on the playground first and then go to teachers and Director if not resolved.

All children should be dressed properly for the weather conditions of the day. If a student is to be excused from recess, he or she will need a note from the parent/guardian. Children stay inside on rainy days and those days the staff members on recess duty believe are too cold. Children must have tennis shoes for recess.

Outdoor Recess Attire: Boots, scarves, jackets, mittens, snow pants, and other appropriate seasonal clothing is required. Please mark your child's outerwear with their name for identification purposes. All children are expected to go outside with the exception of specific medical situations.



Milk Account

For those students who bring lunch from home, but would like to purchase milk from school, the cost per carton will be 25 cents. We prefer that you purchase in increments of 10. This milk account is for milk with lunch only and should not be confused with any other account. Money sent to school should be labeled "milk money", and the student's name.

Morning Snack

NDMA will be offering a FREE mid-morning healthy snack for ALL students, pre-school through sixth grade. There will be NO charge to you. The snack menu will be planned by our food service coordinator on a monthly basis, You will receive a menu each month listing the items. There will usually be a fruit item, bread or cereal item and milk.

Chocolate milk or juice is NOT an option for the morning snack unless juice is part of the menu for that morning. Children requiring a milk substitute will have that option. The snack will be delivered to your child's classroom daily. Your child will play a role in preparing his/her own snack and cleaning up as well. The routine will become part of our *practical life* experience.

Student Lunch Accounts

The cost of our school lunches this year will be \$2.25 (\$2.00 for the lunch and 25 cents for milk that is included in the meal). We prefer you pay for lunches in lots of 10, for \$22.50. We do not suggest that you send cash to school unless you put it in an envelope and clearly mark the envelope with the child's name and what the money is to be used for.

The price of a reduced student lunch is .40. If you think your family might qualify for Free or Reduced lunches, see your enrollment packet for the proper paperwork or contact Dave or Jo in the office. Students that qualified last year will still qualify for the first 30 days of this year.

We can only allow a child to eat two (2) lunches after their account is empty, so we suggest that you pay ahead, and perhaps mark the calendar as to when that amount will be gone.

Any time there is a discrepancy in a lunch account, please call the school office and ask for the lunch account person. If she is away from her phone, please leave your name and number for her to return your call.

Visitor Meals

It is possible for parents to come and eat lunch with a child, as long as the parents have spoken with the teacher(s) prior to 9:00 on the day that they will be visiting. You will need to inform them how many extra lunches to order, and if they will be adult or child, and who you will be eating with.

The meal(s) can be paid for at the time of sale. The cost of an adult meal would be \$3.25. A child's meal would cost \$2.25. Please try to have the correct amount of money or pay by check.

You will need to sign in at the office and get a visitor badge.

Medication Guidelines

Medications (**prescription and non-prescription**) must be sent to school in the original container labeled with the student's name, prescription number, directions for administering, and the doctor's name. They must be accompanied by a **Medication Permission** form as well. To protect them, students are not allowed to bring aspirin or any other kind of medication to administer themselves.

Parents should bring all medication to the health office. All medication will be dispensed from the health office both prescription and nonprescription. Allergy medications/inhalers may be carried if information is on file at the health office and the physician has given written permission for the child to self carry.

Prescription

Medication Permission Form

- Permission form must be completed by the parent.
- Form must be signed by the physician.
- This form must be renewed annually.
- Container must be labeled by the pharmacy with the medication name, dose, and doctor's name.
- Medication should be brought to the health services office by a parent.

Nonprescription

Nonprescription Medication Form

- Need signed note by parent stating the name of the medication, dosage requirements, and student's name. Original unopened container.
- Sample sized OK.
- Plastic bag or mixed will be returned.
- Given according to manufacture's instructions.
- Inappropriate age or dose will not be given without a doctor's order.
- No medication in stock.

State Testing

Refer to your school calendar for the dates the school will be doing state testing. This is a very important time for your child and the school. You can make this time easier on your child if you assure that they get plenty of rest *before and during* the testing, and also that they are given a good breakfast.

Try to avoid being tardy or absent during those days.

Background Searches

We will be doing background searches on volunteers in certain situations. Two examples would be if you are a chaperone for an over night, like a lock in, and also if you are driving to the Audubon. (There will not be a charge to the volunteer.)

Volunteer Information

There are many opportunities for parents to volunteer at NDMA. Please refer to the bright yellow sheet in your enrollment packet, and also available in the office. Please fill this out and return it to the school office. Any time there is a need for family volunteers we will refer to these sheets and call parents to ask if they would be available. If you would be interested in being the “family coordinator” for 2011- 2012, call Jo at the school office.

Fundraising

Please help support the school by saving the following:

- | | |
|--|----------------------------|
| Kemps Milk tops | Econo Food Our Family UPCs |
| Land O Lakes tops | Campbell’s Soup UPCs |
| Cashwise Food Club UPCs | BOX TOPS |
| Printer cartridges (no toner cartridges) | |

Another way to help with fundraising is using www.goodsearch.com as your web search. After going into GoodSearch, under “Who Do You GoodSearch For?”, type in New Discoveries Montessori Academy and click verify. We raise money each time this site is used.

PTO

The first PTO meeting of the new school year will be Sept. 27, 6:30 p.m. (The fourth Tuesday of the month). Please see school calendar for complete schedule of meetings.

Donations

If you are out shopping and are inclined to grab an extra item on the following list, we would accept any of the items for use in our classrooms or Nurse’s office:

- | | |
|-----------------|------------------|
| Kleenex | Copy Paper |
| Band Aids | Crayons |
| Ice Packs | Pencils |
| Hand Sanitizer | Pencil Erasers |
| Sanitized Wipes | Paper Clips |
| Paper Towels | Small Paper Cups |

Family Coordinator

We would again like to have a volunteer in each classroom that would be willing to be our “Parent Classroom Coordinator”. This person would be available for those times that we need volunteers gathered for a function or event, or those times we would like an email sent out to remind parents of meetings, etc.

If you think this would interest you, but you have questions, call Mr. Conrad or Jo Moore, at school, and we will be glad to answer your questions.

Safety

- Please remember to park in designated parking areas when dropping off or picking up students. Do not park directly in front of the school building and leave your vehicle to come inside. If we see a vehicle parked in an area it should not be parked, we will ask that you go directly out to move it.
- Reduce your speed when driving through a school parking lot. Small children can dart out of unexpected places and you may not have much warning to stop. Our students are our priority, and their safety is every one's responsibility. Please slow down whenever you are near a school.
- Elementary school is a good time to start teaching safe practices in and around vehicles. Please ask that your children not open the doors of your vehicle before you have come to a complete stop.
- At New Discoveries we are making an effort to create a learning environment that is safe for every child, family member, staff member and guest. We need you help in several ahead to help make New Discoveries as safe a place as possible.
- If you drop your child off at school, or pick him/her up after school, please pull up as close to the curb as possible in the areas to the west of the main entrance canopy. We need to leave plenty of room for the buses and auto traffic to pass in the main driveway. The student drop-off area is clearly marked for student drop-off. The area along the curb to the east of the canopy is for buses only and is clearly marked. By order of the Fire Marshall, there is **NO** parking on the drive-way adjacent to the sidewalk. This area is for drop-off and pick-up only. **Do NOT** exit your car in the drop-off zone.
- Please arrange your passengers so they exit on the sidewalk side of the vehicle, rather than into the traffic lane. This is crucial.
- If you choose to walk into the building with your child, or to pick him/her up, please park in 1 of the designated, marked parking spots. Please walk your child into the building using the marked crosswalk in front of the canopy at the main entrance.
- Please drive slowly and watch for auto, bus and pedestrian traffic.



Library Use Policy

In order to use the school library resources, students must understand and agree to the conditions in this policy. Students and their parent(s)/guardian(s) must sign this form to acknowledge that they accept these terms before they will be allowed to use *New Discoveries Montessori Academy* Library. The use of *New Discoveries Montessori Academy* Library is a privilege, not a right. Any misuse or abuse of the conditions listed below will result in the loss of privileges.

- Students will not have food or drinks in the library.
- Students will use quiet voices in the library.
- Students must follow procedures when checking out and returning books (Date, First Name, Last Initial, Room #). This is very important.
- Students may check out up to 2 books at a time, due back to the library within 2 weeks.
- If a student has an overdue book, they will not be allowed to check out additional books from the library until the book is returned or paid for.
- If a student loses a book, the book must be paid for before the student is able to resume library privileges. If the book is found after having been paid for, the student may return the book and get the amount paid reimbursed to them.

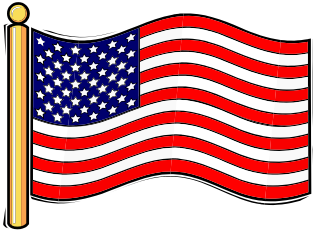
Students who do not comply with the above conditions will have their privileges revoked. In cases of vandalism, students and their families will be responsible for any reasonable cost necessary for repair or replacement of the item.

Computer Use Policy

In order to use school laptops and network resources, students must understand and agree to the conditions in this policy. Students and their parent(s)/guardian(s) must sign this form to acknowledge that they accept these terms before they will be allowed to use *New Discoveries Montessori Academy* laptops. The use of *New Discoveries Montessori Academy* laptops and the Internet is a privilege, not a right. Any misuse or abuse of the conditions listed below will result in the loss of privileges.

- Laptops are for academic purposes only. Any other activity is not allowed, including games, playing music, internet messaging, email, etc.
- Students are only allowed to print materials related to their class work or project work, and must receive permission from a staff member before printing.
- Students must take proper care of the laptops while they are using them. When finished, students must log off, shut them down completely, and plug them back into the cart.
- Students are not allowed to download files or programs from the Internet.
- Students are not allowed to use the Internet unsupervised.
- Any form of vandalism is not allowed. This includes any malicious attempt to physically deface, disable, destroy, or hack into computers or the network, or to harm or destroy data of another user.

Students who do not comply with the above conditions will have their privileges revoked. On the first offense, the student will lose privileges for 2 weeks. For the second offense, the student will lose privileges for 1 month. On the third offense, the student will lose privileges for the remainder of the year. In cases of vandalism, students and their families will be responsible for any reasonable cost necessary for repair or replacement of the item, as well as potential legal consequences.

**121A.11 UNITED STATES FLAG.**

Subdivision 1. **Displayed by schools.** Every public school in Minnesota must display an appropriate United States flag when in session. The flag shall be displayed upon the school grounds or outside the school building, on a proper staff, on every legal holiday occurring during the school term and at such other times as the board of the district may direct. The flag must be displayed within the principal rooms of the school building at all other times while school is in session.

Subd. 2. **School boards to provide flags and staffs.** The board must provide the flag for each of the school buildings in their districts, together with a suitable staff to display the flag outside of the school building and proper arrangement to display the flag in the building, and a suitable receptacle for the safekeeping of the flag when not in use.

Subd. 3. **Pledge of Allegiance.** (a) All public and charter school students shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted:

(1) by each individual classroom teacher or the teacher's surrogate; or

(2) over a school intercom system by a person designated by the school principal or other person having administrative control over the school.

A local school board or a charter school board of directors may annually, by majority vote, waive this requirement.

(b) Any student or teacher may decline to participate in recitation of the pledge.

(c) A school district or charter school that has a student handbook or school policy guide must include a statement that anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so and that students must respect another person's right to make that choice.

(d) A local school board or a charter school board of directors that waives the requirement to recite the Pledge of Allegiance under paragraph (a) may adopt a district or school policy regarding the reciting of the Pledge of Allegiance.

Subd. 4. **Instruction.** Unless the requirement in subdivision 3 is waived by a majority vote of the school board, a school district must instruct students in the proper etiquette toward, correct display of, and respect for the flag, and in patriotic exercises.

History: Ex1959 c 71 art 7 s 14; 1998 c 397 art 9 s 4,26; 2003 c 120 s 1,2

History Of New Discoveries Montessori Academy

Our First Year:

In September of 2006 we ushered our first students into school, which was temporarily being held at the Hutchinson Event Center because our portable buildings at the McLeod County Fairgrounds were not yet ready for us. It was from The Event Center that we conducted the first couple weeks of school.

After a couple weeks, our portable buildings were not yet ready, so we had to find temporary housing at the building that was previously "Office Max".

Before we could move into the Office Max building, there was a great deal of cleaning and preparation that had to be done during the course of a weekend. It seemed as though we would never be ready in time, but a weekend can be just enough time, when you get together a great group of people who really know how to work together. Floors were stripped and waxed, restrooms were cleaned, the office area, lunch room and classrooms were all set up in time for classes to resume on Monday morning. In order for all this to take place, it took a dedicated staff and wonderful group of volunteer families to have the building ready.

In a month our portable buildings were ready for use, at the McLeod County Fairgrounds, so we gathered a group of people together and not only moved everything from Office Max, but set up and organized all the new furniture that had been waiting for us to move.

We looked at this move as finally being "home". (Or at least a place we would stay for a while!)

Again, it was all accomplished in a weekend, and the students showed up on Monday, and ready to start school.

We had one Kindergarten class, two Elementary 1 classes, (1st, 2nd & 3rd grades) and one Elementary 2 class, (4th, 5th & 6th grade) with a teacher and Para in each class.

We provided Special Education, Speech Therapy and music, in addition to the regular classrooms.

At the end of the year, we reflected on what had all been accomplished within that year, and it may have been a test of stamina, but we proved that "a small group of people could accomplish great things".

Our Second Year:

With our first year coming to a close, we soon started to prepare for the second year.

The fourth portable unit was being moved in and set up so we could offer a second E-1 group and have a multi-purpose room for the next year. With the new building we still had the one Kindergarten class, would now have two E-1 classes, and an E-2 class.

At the same time we were celebrating the additional space the 4th building would offer we were having ground breaking for the building site that would house NDMA and NCCS, together.

During this second year we offered Montessori classes again, plus French, Chinese, and unicycle.

Our Third Year:

In August our new building was completed just in time to quickly move in before the school year started. This move was exciting for us, but then they each were, in their own way.

We would have two Kindergarten classes, three E-1 classes, and 2 E2 classes.

Our student count increased with the extra space available, so along with extra students we increased our staff to more than double.

It was very exciting to look ahead to all the hurdles we would face with added staff and student head count, but we handled those hurdles as we have all the other ones previously.

It was a great year. Our classrooms were full and there was always something exciting going on.

We completed the cabinets and front counter in the office suite, added cabinetry to a couple classrooms, the staff lounge, and Nurse's office. A group is working on getting our library all set up and operational by the start of the 09-10 year, we have gained much in the line of funds for the playground equipment, and even planted a new tree along the fence of the play area.

We are now looking forward to the start of our fourth year (second year here), and there are already changes in store for the upcoming year.

Our Fourth Year:

With our fourth year starting in a few weeks, we are looking forward to meeting new students and to welcoming back many of our students from last year.

We have many new additions for the upcoming school year. We will be starting our "Children's House" for 3 and 4 year olds, this year, and are so excited about that.

Barring any last minute problems, we should see more playground equipment for the new year thanks to some donations as well as fundraising and a grant. We can't wait to see the happy looks of students as they head out to play, the first time.

We have some dedicated people working hard on preparing many books for our library, and others seeing that we have shelves on which to place those books. The number of books we have on hand for the library has grown considerably lately, with the students having earned many new books, after their challenge from Usborne Books. They did a remarkable job and the books will provide hours of reading material, combined with the other donated books.

We will welcome some new staff this year, due to the resignation of a couple staff members from last year. We look forward to working with the new staff and the talents they bring with them.

Our Fifth Year:

New Discoveries added its second and final section of Children's House, adding 3 and 4 year olds to our second section of kindergarten. In addition, New Discoveries added its third and final section of E2. This brought us to our current total of 8 multi-age classrooms. Our fifth year also saw the implementation of a free breakfast program for all students. Our kitchen staff, in concert with our caterer, Karen Buxcel, offered a monthly menu of items that could be served in the classrooms for all students.

New Discoveries Montessori Academy's PTO became their own non-profit organization (501c3). In addition, they offered much support to staff through appreciation events, fundraising for field trips and special projects, and organizing a new *Room Parent* program.

As we look forward to this, our sixth year, we welcome a staff of 50 staff members, plus another 6 contract employees. Collectively, we will look forward to serving 200 students, preschool through sixth grade.

Children's House

NDMA served children ages three through five in two early childhood classrooms during the 2010-11 school year. There were five three-year olds, five four-year olds and twelve kindergarten students in each classroom. The preschoolers were present Monday, Wednesday and Friday mornings from 9 a.m. to noon. The kindergarten students were present 9 a.m. to 3 p.m. Monday through Friday. The carefully prepared environment for these children includes so much more than just school work. It is, in fact, a small version of the world, a world scaled down to the child's age and ability level. Work in the Children's House includes everything from taking care of the classroom environment and learning practical life skills to studies in Math and Reading.



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Practical Life are the activities of daily living that help a child develop muscular coordination, self discipline, independence, and their powers of concentration by learning to work at a task from beginning to end. Lessons of Grace and Courtesy are taught and modeled through conversational manners, table manners and courtesy to others.

Sensorial - Practice with the sensorial materials enable children to refine their vision, their small motor movements, and their hearing and speech skills in preparation for learning and using written language.

Language - The Montessori classroom offers a precise and rich approach to language development. Children are encouraged to participate during lessons, to ask and answer questions, tell stories, explain activities, name objects in the environment, classify plants and animals, locate geographic places and participate in social conversations. A wide variety of reading materials are used to gain proficiency and a love of reading.

Mathematics - In the Children's House Montessori environment, children learn and understand the concepts of math by manipulating concrete materials that are designed to isolate a concept. The child develops an understanding of quantities, symbols, the decimal system, the basic operations of addition, multiplication, subtraction and division as well as confidence in using numbers in everyday life.

Cultural Studies - Language and sensorial are extended within the classroom through the activities of culture. History, Geography, Biology, Botany, Zoology, Science, Art and Music are presented to the child in a sequenced, experiential format.

New Discoveries Montessori Academy

1000 5th Avenue S.E.
Hutchinson, MN 55350
320-234-NDMA (6362)

Board Member Roster 2011-2012

DAVE CONRAD

NDMA Director, began serving December 2005, non-voting ex-officio member
1000 Fifth Avenue SE
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dave.conrad@newdiscoveries.org
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CHUCK HERDEGEN (Joint Facility Committee, Finance Committee)

NDMA Business Manager, non-voting ex-officio member
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(h) 320-327-8446
(c) 612-308-7864

KIRSTEN KINZLER

Community Member, began serving March 2006, appointed to fill vacant position in December 2009, term expires June 2012
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(h) 320-587-9728

RICK LARSON (Vice Chair, Joint Facility Committee Chair, Policy Review Committee)

Community Member, began serving July 2010, term expires June 2013
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(h) 320-587-6846
(c) 952-594-4597

JO MOORE

NDMA Administrative Assistant, non-voting ex-officio member
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DEREK NIEMEYER (Joint Facility Committee)

NDMA Parent, began serving July 2010, term expires June 2013
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(c) 320-583-8500

KAREN OLSON (Chair)

Community Member, began serving April 2007, re-elected April 2009, term expires June 2012
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(c) 320-583-4437

GREG ROBBINS (Treasurer, Finance Committee Chair, Joint Facility Committee)

Community Member, began serving July 2011, term expires June 2014
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(c) 320-282-1706

AARON STOLP (Policy Review Committee Chair, Finance Committee)

NDMA Teacher, began serving November 2007, re-elected May 2010, term expires June 2013
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CYNTHIA VOLD (Secretary)

NDMA Teacher, began serving September 2006, re-elected May 2011, term expires June 2014
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(c) 320-248-8835

Student-Parent Handbook Signature Page

We ask both students and parents to acknowledge the NDMA Student-Parent Handbook. **Please read and discuss it together, then sign and return this page.**

As a student at NDMA, I have read the Student-Parent Handbook. I agree to follow it to the best of my ability.

Student signature: _____ Date: _____
Student signature: _____ Date: _____
Student signature: _____ Date: _____
Student signature: _____ Date: _____

As a parent or guardian, I have read the NDMA Student-Parent Handbook. We agree to follow the handbook to the best of our ability.

Parent/Guardian signature: _____ Date: _____

As a parent or guardian, I agree to always sign in at the office upon arrival on a normal school day.

Parent/Guardian signature: _____ Date: _____

(Print clearly) _____