

RICHARD McKENNA MONTESSORI

Handbook 2024/25 School Year



**Richard McKenna Montessori
Lion Cubs**

**This handbook has been updated for this
school year. Please read thoroughly.**

website:<http://www.rmckenna.org/>

WELCOME TO RICHARD MCKENNA MONTESSORI!

We would like to extend a warm welcome to you and your child/children. We are so happy you are a part of our Richard McKenna Montessori family. Our Montessori children will grow in an environment to become self-assured, vibrant students who love to learn. Parents are the most important teachers in the lives of their children and are a very important part of what makes our school community so special. We are honored to be partners with you in the development of your child. We rely on your communication, energy, support, and involvement to ensure a successful experience for your child.

MISSION STATEMENT

Our mission is to provide a non-traditional educational environment for our students by emphasizing:

- 1) The Montessori Method,
- 2) Personal Responsibility
- 3) Outstanding Citizenship

GENERAL INFORMATION

GOVERNANCE

Richard McKenna Montessori is a public charter school operated by a Board of Directors and a School Superintendent/Director. The Board of Directors is charged with the ultimate responsibility for financial, legal, and strategic planning and policy issues for Richard McKenna Charter Schools. The board sets policy to be implemented by the administration and staff, ensuring the integrity of Montessori philosophy within the school. The Board currently consists of 6 members and holds regular meetings. The meeting schedules and meeting records are on file in the business office in the main building at 675 S. Haskett Street, Mountain Home, Idaho, and on the school website.

Richard McKenna Charter Schools provide a free and appropriate public education for all children, including those with disabilities. Special Education and related services are available for persons who qualify. The school welcomes students regardless of race, color, national or ethnic origin, religion, gender, social or economic status or special needs and does not discriminate in their educational programs or activities, admissions procedures, or employment practices.

Parents, guardians, and educators of students attending Richard McKenna Montessori can refer a student who may be eligible for services and not currently receiving services by contacting the student's teacher or school administration. The referrals will be made to the Special Education Teacher.

Attendance Area

In order for a student to attend Richard McKenna Charter Schools, they must be a resident of Idaho.

THE MONTESSORI METHOD

Montessori is a method of education that is based on self-directed activity, hands-on learning and collaborative play. In Montessori classrooms, children make creative choices in their learning, while the classroom and the trained teacher offer age-appropriate activities to guide the process. As an educational method, Montessori teaching focuses on the child's

experience, characterized by a focus on self-directed activity, where the teacher's role is more observational than what might be considered traditional or typical. The teacher is often called a guide in the Montessori philosophy.

Montessori education is not precisely segregated by topic, curricular area, or grade level.

Montessori classrooms are of mixed age groups and we refer to them as such, rather than by grade level. Children learn from each other in both peer teaching and learning roles. Seat work is downplayed in favor of physical activity and interaction. Lessons use manipulative objects to learn the concepts and language of the academic principles being taught. Each child has the freedom to work independently, based on their own initiatives with respectful guidance from their teacher. Children in a Montessori classroom learn by making discoveries, a process that helps to cultivate concentration, motivation, self-discipline, and a love of learning.

CURRICULUM AND STANDARDS

Richard McKenna Montessori is a public school and must abide by certain rules and standards set by the State of Idaho Department of Education. Students at Richard McKenna Montessori will take all state-required assessments. Richard McKenna Montessori curriculum must meet or exceed all state mandated standards of education and achievement. All classroom teachers are State or Charter certified elementary teachers and are or will be certified in Montessori education through North American Montessori Center (NAMC). Classroom assistants are trained with either a Montessori assistant or Montessori teacher training program as well.

Lessons are delivered small group or whole group based on grade level standards. Curriculum to support these lessons includes NAMC, Eureka Math, Wauseca, and Institute of Multi-Sensory Education.

COMMUNICATION

School office hours are Monday through Thursday, 7:30 am to 4:00 pm, on days that school is in session. If you wish to contact staff outside of school hours, a voicemail can be left at any time at 208-580-2347 or an email can be sent to montessori@rmckenna.org. Messages sent after school hours will be retrieved on the next regular school day. These methods should be used for general school communication/questions, reporting absences, etc.

Teachers will communicate with parents by email, school phone and progress reports. Teachers will not use personal cell phones or social media messaging to communicate with parents or students. If you need to contact the teacher during the school day, send an email or leave a message in the office for the teacher to return your call when time permits. You may leave a voicemail outside of school hours using the school office number, 208-580-2347.

It is important that all school communications/issues/concerns are handled by using the correct chain of communication. First, discuss concerns with the teacher. If a concern remains, discuss it with the principal. The superintendent is available to discuss any concern that has not been resolved by going through the proper chain of communication at the school level.

CHANGES OF CONTACT INFORMATION

It is essential that we have your current contact information. Please notify the office of any changes to address, phone numbers, emergency contacts, or authorized pick-up information. Please do not rely on your child or your child's teacher to update the office.

MEDIA

Students are sometimes photographed/video recorded during lessons and school-wide activities. These images are used for educational, instructional, and promotional purposes (i.e. school website, school Facebook page, etc). By signing the enrollment form, you are giving consent for these images/videos to become the property of Richard McKenna Charter Schools and allow that they may be used for the above purposes. If you wish to revoke this consent, please submit the request to the office in writing.

FAMILY COMMITMENT

Parents are a fundamental part of the well-being of our school and of a successful educational experience for their child. As such, we request that all members of the school community participate and support the school whenever possible.

It is the expectation of Richard McKenna Montessori that parents make every effort to understand and embrace the mission of the school. To that end, we aim to help parents learn about the Montessori approach by providing information and opportunities for parent education, i.e. "Parent Gatherings." Dates of Richard McKenna Montessori Parent Gatherings will be provided on our school calendar. Additionally, we expect parents to familiarize themselves with the philosophy, policies, and procedures contained in the Richard McKenna Montessori Handbook and other school publications.

Parents are welcome and encouraged to be an active part in their child's education. If you would like to volunteer at the school on a regular basis, for the safety of the students, we require that you pass a background check with the State of Idaho. The fee for this will be at your own expense. Please contact our main office at Richard McKenna High School for more information regarding this. We invite parents to observe in the classroom, join us on field trips when appropriate, help us organize school events or fundraisers, and connect with each other at parent gatherings. We also encourage parents to be active in the McKenna Montessori Parent Group to provide additional experiences for the students and support to the school.

PARENT/TEACHER CONFERENCES

Parent-teacher conferences are scheduled in October and March. The dates are listed in the school calendar and will be communicated in the school newsletter. Teachers are available for special conferences as necessary. If you would like to meet with your child's teacher, email them to schedule a conference. We believe good communication between home and school is essential to the best learning environment for the child.

FIELD TRIPS AND EXCURSIONS

Field trips at Richard McKenna Montessori are taken to enrich the classroom curriculum and to enhance the educational experience. Field trips are an extension of our campus and are subject to the same academic and behavioral expectations. When the students are on a field trip, all students are required to wear their navy Richard McKenna shirt. Violations of our rules and policies during our field trips may result in disciplinary action, including the possibility of student(s) involved being dismissed from the program.

Permission slips will be given to parents prior to each field trip requiring transportation. If your child is not permitted to attend field trips, you are responsible for making alternative care arrangements. Parents are encouraged to sign up to chaperone for their student's field trips. Anyone showing up at the field trip location without prior arrangement with the classroom teacher will be asked to leave that location.

A “walking field trip” permission slip will be issued at the start of the school year and kept on file for the school year for nearby excursions, i.e. city library, park, etc.

The safety and protection of our students is a critical concern. Off-campus trips create potential hazards that require us to take special precautions. Richard McKenna Montessori reserves the right to refuse to include child(ren) to off-campus excursions/field trips when behavior patterns indicate an inability to follow directions and basic rules.

SIBLINGS AT SCHOOL EVENTS

We request that no siblings are at school events, unless it is identified as a family event. The exception to this is if it is an infant that is either in a carrier or worn in a sling on the parent.

SCHOOL SUPPLIES

Richard McKenna Charter Schools have provided class supplies for every student. Parents will be responsible for replacing supplies if they are purposely damaged by your student.

INVITATIONS AND PRESENTS

If you are planning a birthday party for your child, please do not send invitations to school unless all the children in the class are invited. If your child is attending a party after school, please do not send gifts to school with your child. We have found that these situations can be upsetting for those who are not included.

SCHOOL POLICIES

ATTENDANCE

Regular, punctual attendance is necessary for your child to receive the full benefit of the Montessori program. This teaching approach makes it difficult to duplicate some educational activities when a child is absent from school. Parents must notify the school by 9 a.m. if a child is unable to attend school. You may also leave a voicemail anytime outside of regular school hours. In your message, please indicate the reason for the tardiness/absence (i.e. sick, vacation, doctor appointment, etc). If your child is tardy or absent from school for a medical appointment, you must bring a note from the provider and the absence will be noted accordingly. If absent due to a long-term illness, the student will need to provide a doctor’s note to excuse these absences. If there are any absences due to extenuating circumstances (i.e. family vacations, funerals, other emergencies), notify the office prior to the absence. The State of Idaho requires students to keep attendance at 90%.

If your child is absent 5 days of school in any given semester, they may be placed on probation. Once a child is absent 10 days in any given semester, the child may be removed from the program. Absences will be reviewed on an individual basis.

LATE ARRIVAL/TARDY

It is important that children arrive on time, as the beginning of the school day sets a tone for the classroom. Children who are rushed and arrive late may not be in the right frame of mind to begin their activities. This can become disruptive to other students as well. We ask for your cooperation in ensuring that your child has the opportunity to begin their work at the start of class. Children should arrive either before or promptly at 8:00 am. A child who arrives after 8:00 am must be signed in at the main office.

Each time a child is late arriving to school, it will be recorded as a “Tardy. **After the 7th tardy, a letter will be sent home to advise parent/guardian of possible probation. After the tenth (10th) tardy, a meeting with the principal will be requested to discuss the status of the student. The number of tardies & absences allowed is for each semester not the full school year, but attendance for the entire school year is considered when determining the student’s status in the program.**

ARRIVAL AND DISMISSAL

The school day begins promptly at 8:00 am. Students may be dropped off at school beginning at 7:40 am. Please see “Late Arrival/Tardy” below for tardy policy.

Arrival: For K/1st grade students-please use the right side of the entrance lane to proceed to drop-off at the back building. If there are siblings of those students that will be going into the main building, they will be dropped off there as well. All other students will enter through the main entrance at the front of the building and should be driven there using the left side of the entrance lane. The drop-off lane next to the curb in both locations is only for those that can quickly let their child out of the car unassisted. If you have to get out of the car to assist your child, (i.e. getting them out of carseats/seatbelts, putting their backpacks on, saying goodbye, etc), please park in a parking spot and walk them in. If you are utilizing the drop-off lane: Pull up as far forward as you can in the lane; only allow students to exit the car when they are in the area of the curb in front of the buildings; students should only exit the car on the side near the sidewalk (exiting the car on the other side is dangerous as cars may be driving through that are not in the drop-off lane). Cars in the drop-off lane should not join traffic driving through until you are the first car in the line. Please use caution when pulling out as there may be other vehicles driving through. ***Do not pull out of the drop-off lane to go around cars in front of you in the drop-off lane!***

Dismissal and Release of Children: Dismissal is at 3:15 pm. If you will be late for pickup, please call the school at 208-580-2347. This should not be a regular occurrence. Kindergarten and Lower Elementary students will be released to a person authorized to pick them up at the exterior door of their classroom. Please park your vehicle and come to the building. Upper Elementary students will be released from the back door at dismissal.

For your child’s protection, we will not release a child to someone other than a custodial parent or individuals you have designated with pickup permission. We reserve the right to ask for photo identification of the person picking up your child. If your student has an older sibling that attends Richard McKenna and is picking up younger siblings on campus, or you wish for your student to just be released at dismissal, please submit that request in writing to the office so the teachers know to release the students to facilitate that.

SCHOOL CLOSINGS

In the event of a snowstorm or weather emergency, please tune in to local television station KTVB for announcements about school closings. There will also be notification given via the school’s emergency messaging system and the school’s Facebook page. We realize that some of you live some distance from school and we encourage you to use your own judgment when deciding whether to venture out in questionable weather and road conditions. School work can always be made up and safety comes first.

COMPUTER USE

Richard McKenna Charter Schools require responsible use of computers/ipads; computer networks, including the internet; and other electronic resources in support of the mission and goals of Richard McKenna Montessori School. All parents are required to read and sign the Computer Use Policy included in the student's registration. This policy will be reviewed with students in class prior to being authorized to use any school device. The electronic devices used at school are to be treated responsibly and with care and are used only for projects authorized by the teacher. The teacher may add instruction and/or restrictions to computer use. It is the policy of Richard McKenna Charter Schools to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. Any misuse of school technology or violation of the Computer Use Policy, such as visiting unauthorized web sites, plagiarism, personal use or abuse of any kind, may result in the student or students involved being removed from the program.

LIBRARY USE

All Richard McKenna Montessori students will have access to our school library. Upper Elementary Students will be responsible for checking out and returning books according to their due date. K-3 students will have the assistance of an adult for checking out books. Parents will be responsible to replace or pay for any book that is not returned, or is returned damaged. If the book is not returned or replaced within 30 days of due date, your student will lose the privilege of checking out books from the school library until this issue is resolved.

PERSONAL ITEMS

Richard McKenna Charter Schools staff will not be responsible for students' personal items. RMCS is not responsible for any lost or stolen items. If any student brings personal items to school, including electronic devices, the student is taking the risk and full responsibility for their items. Toys, trading cards, and other personal items are not to be brought to school. If a teacher schedules an activity for which the student needs items from home, the teacher will communicate that request to parents.

BIKES, SKATEBOARDS, SCOOTERS, ETC...

Students are permitted to ride bicycles and scooters to school. Once the student arrives on school property, they must walk said item through the parking lot/sidewalk area and place them in the bike rack during the school day. Skateboards are not allowed as we have no area to store them.

CELL PHONES/SMART WATCHES

Students' cell phones **MUST BE TURNED OFF** and stored away during the school day. Cell phones are not permitted to be used in the classrooms, unless given permission by the teacher. Smart watches may be permitted as long as they do not become a distraction and are not being used for communication purposes. If a student's cell phone/smart watch is being used during class time without permission, it will be confiscated and turned into the office. The phone/smart watch may be returned to the student at the end of the day. If the behavior continues, the cell phone/smart watch will be turned into the office and must be picked up by a parent/guardian.

PRIVACY RIGHTS-STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. Copies of Richard McKenna Charter Schools' FERPA policy are available at the front office.

DRESSING STANDARDS

CLOTHING

Richard McKenna Montessori requires ALL students to wear a school polo shirt purchased from the school office. All students are required to have the navy blue polo shirt for field trips, picture day and other specified school functions. There are a variety of other colored polo shirts which can be purchased. The office has the Richard McKenna zip-up hooded sweatshirts available for purchase. The hood is not allowed to be up inside the building. These are the only authorized sweatshirts/hoodies permitted in the classroom. The student may wear a long sleeve t-shirt under the polo. K-6 students may wear shorts, skirts/skorts, long pants, or jeans. Shorts or skirts above the mid-thigh are not permitted. It is required that students wearing skirts also wear shorts or leggings underneath. Students may not wear pajama pants, sweat pants, gym shorts, or leggings as pants. No headwear such as hats, tiaras, etc, may be worn inside the building. The school requests that parents provide students with an extra set of weather-appropriate clothing to keep at school in case their clothing gets wet or soiled. There are no spare clothes available to borrow at the school.

To avoid confusion and prevent loss of clothing, please label **ALL** garments with your child's name. The "Lost and Found" clothing will be donated at the end of each semester.

OUTSIDE WEAR

All students go outside most days. Outside learning is a necessary component of the Montessori model. Closed-toed shoes are required for outside activities. Outerwear must be appropriate to the weather. Your child may be excluded from outside activities if not dressed appropriately. If inappropriate outdoor clothing is a persistent issue, a meeting will be held to discuss possible solutions. If satisfactory solutions cannot be agreed upon, the student may be removed from the program. Outerwear other than the Richard McKenna hoodie must be removed upon entering the building.

INDOOR FOOTWEAR

All children in grades K-6 wear indoor footwear while in the classroom for several reasons. The Montessori model recognizes the child's need for quiet and order in the classroom to allow the greatest opportunity for concentrated work. The children do a great deal of floor work and indoor footwear helps to maintain the cleanliness of the environment.

We require these indoor shoes to be rubber-soled and have a back at the heel as students may need to go outside for an emergency or emergency drill. These shoes will also be used for PE.

Please encourage your child to choose simple and comfortable indoor footwear. Canvas “Vans-style” shoes or regular tennis shoes are preferred. “Slides”, and backless footwear are not allowed. Please write the child's name on/inside shoes.

PERSONAL HYGIENE

As the cleanliness of the uniform is important to the overall well-being of the student, so is the cleanliness of the individual. Students will be expected to adhere to basic personal hygiene practices. It is recommended that Upper Elementary students bring deodorant to keep in their backpack to reapply after PE and recess.

NUTRITION

PEANUT-FREE CAMPUS

In an effort to help protect our students with peanut allergies, our school campus is peanut-free. While Richard McKenna Charter Schools cannot guarantee there will not be contamination for those with a peanut allergy, we hope that this will help. We understand there are also other nut allergies, but the policy applies only to peanuts at this time.

LUNCHES & SNACKS

At Richard McKenna Montessori, parents are responsible for their child’s lunches. All students must arrive at school with a prepared lunch when the child arrives each day. Parents will be contacted to bring the student’s lunch if it is discovered they didn’t bring theirs, however bringing lunches after the beginning of the school day disrupts work time and some children find it very upsetting, wondering if their lunch will make it on time. Please send nutritious lunches your child will eat and enjoy. **Please do not send candy, pop or sugary foods.** Students may have water bottles in the classroom with water only. Other drinks may be brought in for lunch or snack times only. We will try to send your child’s leftovers home so you can gauge what and how much they are eating. To avoid a long line of students waiting for the microwave and taking up their lunch time, students should not bring food that requires more than a 30 second reheat. If you wish to have your student eat warm foods, thermos bottles and insulated lunch bags are encouraged. Individual classrooms/teachers may have additional restrictions. This information will be relayed by the teacher.

At Richard McKenna Montessori, having healthy snacks is encouraged. Snack procedures will be provided to parents by the classroom teacher.

DISCIPLINE POLICIES

Richard McKenna Montessori reserves the right to suspend or expel any student if the behavior violates the policies of the school, and it is determined that such action is necessary to maintain orderly conduct and/or to maintain the safety and well-being of each person in the school.

All cases will be taken seriously; however, it is at the discretion of Richard McKenna Charter Schools to determine appropriate consequence. Any student that **displays intent to harm another person or school property** may be removed from the program.

Discipline of students with disabilities shall be in accordance with the requirement of federal law Part B of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act. Discipline of students with disabilities will consider whether the disability contributed to the student violation of school rules.

WEAPONS

No weapons of any sort are allowed on our campus. This includes play, simulated or pretend guns, knives, and similar items. If any weapon is brought on campus, toy or otherwise, the parents will be called to collect the item and the student could face suspension or removal from program.

HARASSMENT

Richard McKenna Montessori School takes a proactive stance on addressing bullying and cyberbullying. All children must be free from harassment and bullying in our school. Children may not be cruel and/or abusive to each other in any way in our environment.

Bullying is when an individual or group with more power, **repeatedly** and **intentionally** cause hurt or harm to another person or group of people who feel helpless to respond. Bullying can continue over time, is often hidden from adults, and will probably continue if no action is taken. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally; and excluding someone from a group on purpose. Bullying can occur (but is not limited to) in-person and through technology. Electronic aggression or cyberbullying is bullying that happens through email, chat rooms, instant message, a website, text message, or social media. Any student using tactics of bullying and/or cyberbullying on any person must be reported to a teacher/office staff/administrator immediately. If, after discussions with students involved and school staff, the issues cannot be resolved, a meeting with the parent may be necessary. Students found to be involved in bullying or cyberbullying activities may face consequences up to and including removal from the onsite program. Students may also be reported to law enforcement for further legal actions outside of the school district's jurisdiction.

HEALTH POLICIES

IMMUNIZATION REQUIREMENTS:

According to IDAPA 16, Title 02, Chapter 15 any child enrolling in an Idaho school for the first time must be adequately immunized.

For K-6th grade, each child must have a minimum of:

- 5 doses- DTaP (Diphtheria, Tetanus, Pertussis) (The 5th dose is not necessary if the 4th dose was administered at age 4 years or older).
- 2 doses- MMR (Measles, Mumps, and Rubella)
- 4 doses- Polio (The 4th dose is not necessary if the 3rd dose was administered at age 4 years or older **and** at least 6 months after previous dose).
- 3 doses- Hepatitis B
- 2 doses- Varicella (Chickenpox) (History of chickenpox disease documented by a physician or licensed health care professional meets the requirement).
- 2 doses- Hepatitis A

Idaho law allows a parent/guardian to claim an exemption from immunization requirements for their child for medical, religious, or personal reasons. A medical exemption requires the signature of a licensed physician and certification that the child has a medical condition which prevents him or her from receiving required vaccinations. The law does not allow parents/guardians to claim an exemption because the shot record is lost or incomplete, or because it is too much trouble to contact the physician or clinic and obtain a copy. An exemption based on parent or guardian objection to their child receiving some or all of the immunizations

required for religious or other grounds is also allowed by Idaho law. All exemptions must be documented on the official State of Idaho form provided by the Idaho Department of Health and Welfare, Immunization Program.

ILLNESS

GUIDELINES FOR KEEPING SICK CHILDREN HOME

A sick child cannot learn effectively and is unable to participate in classes in a meaningful way. Keeping a sick child home prevents the spread of illness in the school community and allows the child an opportunity to rest and recover. Children not well enough to go outside should stay home.

When the child is symptom-free for 24 hours, which includes having a temperature below 100 degrees **WITHOUT** the use of any fever-reducing medicine, the child may return to school. **In addition, if your child has a communicable disease, you must report this to the school office.**

Please consider these guidelines when deciding if it is appropriate for your child to go to school:

- Colds: Please keep your child at home if they have a fever over 100 degrees or is experiencing discomfort that would interfere with their ability to perform in school. (i.e. uncontrollable coughing, severe lack of energy).
- Conjunctivitis (Pink-eye): Following a diagnosis of bacterial conjunctivitis, the child may return to school 24 hours after the first dose of prescribed medication is administered. Students with viral infection may return when eyes are clear. Also, if there is any colored eye drainage, please keep your child home.
- Diarrhea/Vomiting: A child with diarrhea and/or vomiting should stay at home and return to school only after it has been **24 hours since their last occurrence of diarrhea or vomiting**. Often times dehydration can occur with these illnesses. The child will benefit from an additional day to rehydrate and rest.
- Fever: A child should remain at home with a temperature of 100 degrees or greater. The child can return to school after they have been fever-free for 24 hours without fever-reducing medicine such as Tylenol or Motrin. A student will be sent home if they have a fever of 100 degrees or greater at school.
- Skin:
 - Impetigo (bacterial infection of skin signs are red sores, yellow crusty coating on sores & blisters): A child with impetigo may return to school 24 hours after treatment has begun. A doctor's note advising when student may return to school is required.
 - Ringworm: A common infection of the skin and nails that is caused by fungus. The infection is called "ringworm" because it can cause an itchy, red, circular rash. Ringworm often spreads by direct skin-to-skin contact with an infected person or animal. Ringworm on the body can usually be treated with non-prescription antifungal creams, lotions, or powders applied to the skin for 2 to 4 weeks. Ringworm on the scalp usually needs to be treated with prescription antifungal medication taken by mouth for 1 to 3 months. Creams, lotions, or powders don't work for ringworm on the scalp. Students may return to school once treatment has begun but the affected area must stay covered at all times.
 - Rashes: Common infectious diseases with rashes are most contagious in the early stages. A child with a suspicious rash should return to school only after the rash has cleared or been treated appropriately.

- Strep Throat: A child with strep throat may return to school 24 hours after antibiotic treatment has begun and they are feeling well enough to tend to school activities.

EXCLUSION OF STUDENTS WITH HEAD LICE, PARASITES, & OTHER TRANSMITTABLE & INFECTIOUS CONDITIONS POLICY

Richard McKenna Montessori is committed to the health, safety, and well-being of the students and staff. Communicable, contagious, and infectious conditions will be dealt with immediately and eliminated from the school setting as soon as identified.

Pursuant to authority in Idaho Code Section 33-512(7), the board of trustees has the power to exclude from school students with contagious or infectious diseases or who are under quarantine. The board will also close school on order of the State Board of Health or local health authorities if deemed necessary.

HEAD LICE

Pediculosis, also known as head lice, is a common condition in the school-age child. Pediculosis is a nuisance, but has not been shown to spread disease. Personal hygiene or cleanliness in the home or school is not related to getting head lice.

Richard McKenna Montessori will maintain a lice and nit-free policy for students and adults who may have head lice. Persons are not allowed to be at school following the discovery of head lice and will be allowed to return only when they are nit-free.

The school principal or designee(s) may screen students for head lice. If nits (egg cases) or lice are present, the student will be excluded from school until the student is nit- and lice-free.

Persons returning to school with nits in their hair will be sent home repeatedly until they are nit-free. Exclusion from school until all nits are removed and the person is lice-free is necessary in controlling this condition.

When a case of Pediculosis is found in your child's class, a parent/guardian will be notified. A parent/guardian will be called if your child is found to have lice or nits. The student will be reexamined for active Pediculosis before readmission.

MEDICATION ADMINISTRATION

Any medicine that is brought to school must be given to the main office. It cannot be kept in your child's pocket, backpack, or lunch box. If a prescription medication is to be administered at school, a medication authorization form must be completed. These medication authorization forms (available in the main office) must be completed by the prescribing physician and returned to the office before staff can give your child the medication. One form needs to be completed for each medication your child is taking at school. The medication to be dispensed must be in its original, labeled pharmacy container with your child's name on it. This rule is for clarification in case of an allergic reaction and to help prevent any mistakes in medications.

If you are requesting your child receive an over-the-counter remedy, such as cough drops or a pain reliever, these must be given to the office or classroom teacher with your permission to administer in writing.

CHILD SAFETY

PARENT NOTIFICATIONS

Parent/guardian will be notified immediately of any major injuries or illnesses. If a student receives an injury of the head or face, an attempt will be made to reach a parent/guardian and advise them of the incident. Parents will be advised of other minor injuries via an accident/incident report sent home. Behavioral incidents will be communicated on a case-by-case basis depending on the seriousness of the incident.

CHILD CUSTODY

If the registration indicates that student is not currently residing with both parents shown on student's birth certificate, parents must provide documentation showing custodial rights. In the event of joint custody, school records, meeting information, educational materials and similar items are available to both parents. The school will not limit a parent's access to his/her child or their school records unless there is a court order on file with the school that specifies these conditions.

CHILD ABUSE & NEGLECT

Per the Idaho Department of Health and Welfare, "Everyone in Idaho is required to report child abuse, neglect or abandonment. This includes doctors, hospital residents, therapists, interns, nurses, coroners, school teachers, daycare providers, social workers, relatives, friends, and private citizens". By law, a suspicion of child abuse generally means that the reporter has "reasonable cause to believe" or "reasonable cause to know or suspect" that a child is being maltreated physically, emotionally or mentally.

If there is any indication or evidence of self-harm by a student, the school will notify parents and/or local authorities.

BUILDING SECURITY AND EMERGENCY PREPARATION

Richard McKenna Montessori conducts fire & emergency drills regularly throughout the year. During the day, all exits are locked (doors can be opened from the inside). During the school day everyone is required to use the main/office door to enter and exit.