



THE BEDDOW SCHOOLS

MONTESSORI - JR HIGH - HIGH SCHOOL

Parent / Student Handbook

2010 - 2011 School Year

Trudy Beddow, Principal

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Table of Contents

I. The Beddow School Philosophy

Section

01. Admission
02. School Hours / Schedule
03. Attendance and Tardiness
04. Reporting / Monitoring Student Progress
05. Daily Operational Procedures
 - A. Dress Code
 - B. Electronic Devices
06. Student Discipline
07. Submission of Tuition Payments
08. Inclement Weather / School Closings
09. Personal Messages
10. Fire Drills / Evacuation Procedures
11. Medications
12. Allergies
13. Lunch
14. Student / Teacher Ratio, Class Size
15. School Year
16. Immunizations
17. Fragrances, Colognes, & Perfumes
18. Transcript Release / Request
19. Faculty
20. Administrative Head
21. Web Site
22. School Contact Information (Phone, Fax)
23. School Calendar (Holidays, Events, Orientation)

The Beddow Philosophy

The Beddow School's philosophy is based on the principles of Dr. Maria Montessori.

We believe that every student should be encouraged to develop excellent academic skills, a love of learning, and a sense of responsibility for his / her own education. Most importantly, we believe that we must provide a challenging curriculum and opportunities for exploration and self-initiated study. We steadfastly uphold the expectation that hard work, cooperation, and respect will form the foundation for high academic achievement.

Objectives:

- ❖ To provide an environment which is student oriented and conducive to achieving academic and social success;
- ❖ To foster student growth in self-discipline and independence within the classroom setting;
- ❖ To establish a positive atmosphere in which home / school communication leads to growth of the staff's understanding of individual student needs and parental knowledge of the school's philosophy.

01. ADMISSION

Admission is on the basis of application and interview. A \$25 non-refundable fee is payable in advance. When classes are full, applicants are placed on a waiting list. Beddow Schools do not discriminate on the basis of race, creed, color, or national origin.

The following forms must be on file at the school before the student's first day of attendance:

- Enrollment agreement,
- Current Emergency Information Form, signed and dated,
- Current / Up-to-Date Immunization Certificate, and
- Health Inventory Part I, II and Lead Poisoning Addendum.

02. SCHOOL HOURS / SCHEDULE

School hours are 8:30 a.m. – 3:00 p.m., Monday through Friday. Students who are not scheduled for early arrival may enter the building at 8:20 a.m.

Primary Class (half-day)	Monday –Friday	8:30 am - 12:00 pm
Primary Class (full-day)	Monday– Friday	8:30 am - 3:00 pm
Elementary Class	Monday– Friday	8:30 am - 3:00 pm

03. ATTENDANCE AND TARDINESS

Students are expected to attend school daily. If it becomes necessary to be absent from school, the student is expected to do the following:

On the day of return, bring a note to the school office, signed by a parent or guardian stating the date and reason for the absence. A student will be admitted to class without a note, but the absence will then be classified as “unexcused” and noted in the student’s permanent record.

A student arriving to class after 8:30 a.m. is considered tardy and must bring a written note stating the reason for tardiness.

Arrivals after 10:00 a.m. constitute a half-day absence.
Departures at 2:00 p.m. or earlier constitute a half-day absence.

Student illness, extreme family emergency, death in the family, or fire constitutes an excused absence.

In determining the total number of days in attendance, two half-days absence will be counted as one full day absent. Absences and tardiness will be noted in a student's permanent record. Parents are urged to make routine dental or medical appointments during non-school hours.

04. REPORTING AND MONITORING STUDENT PROGRESS

Observations and conferences are encouraged after the first parent-teacher meeting. A final progress report will be issued in the spring. In order to avoid interrupting the instructional program, conferences must be pre-arranged through the school administrative assistant.

05. DAILY PROCEDURES

A. Dress Code

1. The dress code is intended to enhance positive values, improve social deportment, and reinforce a sense of academic purpose. Each student is expected to dress in a manner which reflects the serious purpose of education. The school reserves the right to require any student wearing clothes disruptive to the educational process to change to more appropriate school dress. If this is not possible the student will be sent home, depending on the nature of the dress code violation. Clothing may be deemed disruptive because it is revealing, immodest, or likely to attract undue attention for any other reason, including inappropriate slogans on shirts, etc. Students who continue to violate the dress code will be suspended for a determined

period. The following are examples of attire that is not permitted:

- a. crop tops (no exposed midriff)
- b. short shorts or extremely short skirts or dresses
- c. transparent blouses / shirts / tops
- d. revealing tops, muscle shirts, net shirts
- e. Tee shirts (depicting guns, inappropriate slogans, sexually explicit scenes, drugs, obscenities, or ethnic slurs, body builders, wrestlers,)
- f. pants worn below the waist or hips (undergarments must not be exposed)
- g. shoes with heels in excess of 2 inches
- h. beach attire
- i. athletic clothing / PE clothing – sport jerseys, basketball shorts, work-out suits, sport warm-up suits, shirts with team numbers
- j. heavy or oversized chains that are used as belts or jewelry
- k. clothing that the administrative head deems inappropriate
- l. flip-flops, crocs, high heels
- m. clothing with glitter or sequins.
- n. long earrings, over-sized hoops, excessive jewelry

2. Because of the fluctuation in temperature during the school year, students should wear a lightweight sweater or sweatshirt in class. Outdoor (heavy) coats or raincoats worn indoors will not be permitted. Students are urged to dress in layers during the colder months.

3. Except for religious reasons, no male or female student will be allowed to wear hats or head wear of any kind in the building.

4. Under state law, shoes must be worn at all time.

B. Electronic Devices

1. The following devices must not be in the classroom: radios, electronic toys, game boys, CD players, gadgets, pagers, PDAs, cell phones, MP3's, IPODs, iPhone, etc. If your student must bring a cell

phone, it must be given to the teacher before class and must be turned off.

The Beddow Schools are not responsible for damage or theft to personal electronics, etc.

06. STUDENT DISCIPLINE

A. The following acts warrant disciplinary action:

1. Fighting acts that intentionally cause or attempt to cause physical injury or harm to another person
2. Willful damaging of school property; theft of any kind
3. Insubordination or repeated failure to comply with the lawful orders of the principal, teacher, or other authorized employee while students are under such person's authority
4. Leaving the building or school grounds without authorization
5. Use of profanity or vulgarity
6. Harassment

B. Suspension – A parent conference may be held for an infraction of an act listed in **06. A.** Families will be assessed for damages to school property. A student may be suspended at the discretion of the school administration.

C. Acts Warranting Dismissal (Expulsion) – The Beddow Schools reserve the right to dismiss a student for cause and the following acts are grounds for immediate dismissal:

1. possession of alcohol, drugs, or weapons.
2. any unauthorized taking of school property or property belonging to another person.
3. repeated commission of any act for which a suspension was served.

D. Field Trip Privileges - Field trips are part of a student's educational program. Students who attend field trips do so as a privilege. A field trip is not considered a holiday and all students are

expected to attend. For the safety of others and the well being of a group attending a field trip, this privilege will be denied to a student who has had disciplinary or behavioral problems during the school year.

07. SUBMISSION OF TUITION PAYMENTS

A. Payments are due according to the terms on the reverse side of your enrollment agreement. A copy of this agreement was given to you at the time of enrollment.

B. Tuition payments are due on the first day of each month and may be made by cash, money order, or check payable to Beddow School. If the school is closed for any reason, (e.g. holidays, snow days), payments should be mailed and must be received before the first of the month to avoid the \$50 late payment fee. The Beddow Schools will no longer allow a 10 day grace period and payments will be due on the first of each month. You will not receive payment coupons or reminders. September 1 payment is due September 1, even though the first day of classes is September 7.

C. If tuition is in arrears, any payment will first be applied to the outstanding balance before being applied to the current obligation. A student will not be permitted to attend classes if his tuition account is in arrears. This absence will be considered an unexcused absence.

At the end of the school year, tuition accounts and all outstanding fees must be paid in full by the 1st day of May in order for a student to attend classes for the remainder of the school year. After this date, payments must be made in cash or certified check.

D. Under no circumstance will student transcripts and records be released for a student with an outstanding or delinquent account, or if the student does not return Beddow School property (books, sports equipment, clothing, etc.)

E. Checks returned for Non-Sufficient Funds must be replaced with cash or money order and will incur a \$25 NSF fee. Families who

have two NSF checks within the school year must pay their remaining tuition with cash or money order.

08. INCLEMENT WEATHER SCHOOL CLOSING

A. The Beddow Schools follow County school ***closings*** only for inclement weather (Fort Washington follows Prince George's County, Waldorf follows Charles County closings). If Prince George's County announces that schools will open or close early, we will maintain our normal schedule for Fort Washington. The same applies for the Waldorf campus when following Charles County school closings. Beddow students are expected to report to classes at 8:30 a.m.

The Beddow Schools do not open late or close early due to inclement weather. Please note that the Beddow Schools do not close when Prince George's County and Charles County Schools are closed for teacher meetings, conferences, or in service training.

Parents are urged to listen to the radio or view local T.V. channels for information regarding school closings. Please do not call the school or school staff members at home to inquire about school closings.

09. PERSONAL MESSAGES

Students are not permitted to take personal phone calls during the school day or to use cell phones during school hours. Families are asked not to call the school to deliver personal messages to students during the school day.

10. FIRE DRILLS

A. Fire drills are held throughout the school year. The drills are necessary to ensure that, in the event of a real fire or emergency, the building will be evacuated in minimum time.

B. Students are expected to follow the teacher's directions, to refrain from talking and to move quickly to the pre-designated exit. The fire escape plan is posted in each room.

C. Students are expected to remain with the teacher during the drill and must not return to the classroom until directed to do so.

11. MEDICATIONS

A. Maryland State Regulation does not permit school personnel to administer prescription or non-prescription medication to students. It is the parent's responsibility to administer necessary medication before the student arrives at school. Students are not permitted to bring medications to school. This includes prescription and non-prescription medication.

12. ALLERGIES

If your child has serious allergies of any kind, please send a detailed list of the allergies to the school office and indicate your child's reaction to the allergies. All students must go outside during recess and after school care. If your child suffers from serious pollen allergies and cannot go outside, please make arrangements to keep them at home on the days that they cannot go outside.

13. LUNCH

Students remaining after 12:00 pm are expected to bring lunch daily. Healthy lunches should be packed in a leak-proof, insulated lunch bag or standard lunch box. Please do not include candy or gum in your student's lunch. Lunches brought in paper bags, carryout containers holding partially consumed foods, or opened canned drinks may not be stored on shelves after lunch and therefore are not recommended. Carbonated beverages in a thermos or glass bottle are not permitted.

When packing your child's lunch, it is recommended that hot or cold packs are used, as needed, to keep food at desired temperatures. Beddow School does not provide a microwave or refrigerator for student use.

The school does not provide eating utensils, napkins, plates, or cups for students. The Beddow School is not responsible for loss of silverware.

14. STUDENT / TEACHER RATIO, CLASS SIZE

A. For ages 2 ½ - K, students will have one teacher and one aide per 25 students.

B. Students in levels 1 – 6 will have one teacher per 25 students.

15. SCHOOL YEAR

A. The code of Maryland Regulations specifies that non-public schools must offer no fewer than 170 days of attendance per school year. We have scheduled 174 days.

16. IMMUNIZATIONS

A. A current immunization record must be on file at the school before a student will be permitted to attend classes. Immunizations and tetanus shots must be up-to-date. If you are not sure if your student's immunizations are current, please check with your pediatrician or call the school office.

17. FRAGRANCES / COLOGNES / PERFUMES

In consideration of staff and students, the use of colognes, perfumes, and strong, fragrant lotions will not be permitted. Non-aerosol, scented deodorants and antiperspirants are permitted.

18. TRANSCRIPT RELEASE / REQUESTS

Transcripts, medical records, and progress reports will be mailed to other schools at no charge for the initial mailing. There will be a fee of \$1.00 per page, paid in advance, for duplicate requests of transcripts that have already been sent to one school. Please allow one week for recommendation and transcript requests and provide The Beddow Schools with a signed release giving the school

permission to transfer student records. These releases are usually provided by the transfer school.

Records will be forwarded upon written request of the new school, provided all financial obligations have been met. **Transfer records or teacher recommendations must be mailed by The Beddow Schools directly to the transfer school. Teacher recommendations and doctor's evaluation forms are confidential and cannot be released to parents.**

Transcripts will not be released for students with an outstanding balance (late fees, tuition, extended day, damage fees, etc) or if they have not returned property belonging to The Beddow Schools.

19. FACULTY

Trudy Beddow	A.B. Wilson College M.A.T. Wesleyan University
Danamah Erriah	B.A. Barnard College M.S. Central Michigan University
Lydia Golden	B.A. University of Maryland
Elizabeth Hunter	B.S. Averett College
Paulina Mabhugu	B.A. University of Zimbabwe
Ayesha Masood	B.A. University of Punjab
Elissa Myers	B.S. U.S.A.F. Academy M.S. Troy University
Margaret Perakis	B.A. University of Lesotho
Nadira Ziauddin	B.A. University of London

20. ADMINISTRATIVE HEAD

Trudy Beddow

A.B. Wilson College

M.A. T. Wesleyan University

21. WEB SITE - www.thebeddowschool.org

Due to parent request, paper newsletters will no longer be sent home with students. All information will be posted on our web site. The Beddow School web site contains a link to a Parent / Student Information page. The site contains the school calendars and updated information regarding school activities, fundraising, etc.

To access the page, go to the web site and click on Parent / Student Login. The password is **hawk0816**. The web address is www.thebeddowschool.org. Please check this page for updated school information. If you do not have access to a computer, please notify the school for a printout of updated information.

22. SCHOOL CONTACT INFORMATION

Beddow Montessori School – Johnnie Dorshefski, Admin. Asst.
jdorshefski@thebeddowschool.org
8600 Loughran Rd, **Fort Washington**, MD 20744
Phone (301) 567-0330

Beddow Montessori School – Sheila Flynn, Admin. Asst.
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Phone (301) 870-8660

Beddow High School - Rhonda Hanson, Admin. Asst.
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