

Preparing all students to reach their full potential for future success in high school, college, career and life, using the rich resources of our community.

**Student & Family Handbook 2023-24**

**UPDATED 7/2023**

PCM shall not discriminate in any programs or activities or against any student, employee, or any other person on the basis of age, sex, race, creed, belief system/religion, color, marital-partnership status, status as a victim of domestic violence, national origin, alienage or citizenship status, veteran or military status, sexual orientation, gender expression, gender identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal, and provides equal access to the Boy Scouts and other designated youth groups. Furthermore, PCM shall not discriminate on any other ground that would be unlawful if done by any other public school. PCM shall take all steps necessary to ensure that discrimination does not occur, as required by state and federal civil rights, and anti-discrimination laws.

For any questions, concerns, or to report violations, please contact one of the following coordinators:

* Title IX/Sex Equity Officer & HIB Compliance Coordinator/Officer – Jared Kuhn – [JaredK@myPCM.org](mailto:JaredK@myPCM.org)
* Gender Inclusive School Coordinator - Laylah Sullivan - [LSullivan@myPCM.org](mailto:LSullivan@myPCM.org?subject=Gender%20Inclusive%20Questions/Concerns)
* Civil Rights Compliance Coordinator - Jill Stansbury - [JillS@myPCM.org](mailto:JillS@myPCM.org?subject=Civil%20Rights%20Concerns/Questions)
* Section 504 & IEP Program Manager - Emily Klein - [EmilyK@myPCM.org](mailto:JillS@myPCM.org?subject=Section%20504%20/%20IEP%20Questions)
* Homeless/McKinney Vento Liaison – Michael Moll-Fuller – [MichaelM@mypCM.org](mailto:MichaelM@mypCM.org)
* State Assessment Coordinator – Jill Stansbury - [JillS@myPCM.org](mailto:JillS@myPCM.org)

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**Letter from the Head of School**

Dear PCM Students and Families,

To some of you, welcome to Pullman Community Montessori; to others, welcome back to PCM! As a small school with ‘community’ in our name, each one of us plays an important role in the health and success of the school. I am honored to serve such an amazing staff and community and look forward to our year together. I am proud of the progress we’ve made since we opened in the fall of 2021; there has been so much growth! Both the work of the staff, families, students and community have contributed to this growth of the school but so has the feedback we’ve received to improve. I hope this communication continues throughout the life of the school. I look forward to our continued growth and shared commitment to the core mission, vision, and pillars of Pullman Community Montessori. This handbook will provide useful information that is easily accessible to all students and families, communicates our values and expectations clearly, and informs you of the rights you have under local, state, and federal programs.

This handbook provides general information about our academic program, policies, and procedures. Please read, understand, and comply with all provisions in this handbook. As a public charter school, some of our expectations differ from that of a traditional public neighborhood school. All of these expectations help us establish a rigorous and safe learning environment for all of our students. We believe high expectations coupled with support will create an environment where all students flourish. It is vital that all members of our community, adults and students alike, fully understand the expectations set forth in this handbook and agree to support them.

We are deeply honored to join with you in our shared commitment to guide students to flourish; supporting them to be the future LEADERS and change-makers of tomorrow!

Sincerely,

A close-up of a signature

Description automatically generated

Laylah Sullivan

Head of School

**Section 1: PCM School Information**

**Board of Trustees**

Per Washington state law, PCM is governed by a volunteer, non-profit, board of Trustees. This board serves in the same capacity as the board for any school district in Washington. They must abide by the Open Public Meetings Act (OPMA) and a minimum of monthly. The board may be reached by emailing [Board@myPCM.org](mailto:Board@myPCM.org). For more information about meeting schedules and biographies of individual board members, please visit the ”Our Board” page under the “About Us” tab on our website ([www.PullmanCommunityMontessori.org](http://www.PullmanCommunityMontessori.org)).

**Office Hours and School Day**

Our office is open from 8:00 a.m. to 4:00 p.m. during the school year on regular school days. The office will be minimally staffed Wednesday afternoons from 12:00 – 3:30 which is PCM’s ½ day professional development and collaboration day. The office can be reached at 509-336-5909 during that time. After hours, please feel free to leave a message. You can also send us an email at [office@myPCM.org](mailto:office@myPCM.org)



**Change of Address / Home Number, Phone Number**

**Call us! 509-336-5909**

Contact the school immediately by phone or email [office@myPCM.org](mailto:office@myPCM.org) to notify us of a change in work phone, home phone, address, or emergency contact. This is important in case of an emergency.

Please check to verify information is correct on your child’s records.

**Grades K-7 (Monday - Friday)**

**School Begins 8:30 AM**

**School Ends 3:30 PM**

**YMCA Run Extended Care Options**

All extended care is delivered by YMCA of the Palouse within PCM space in the Gladish Community and Cultural Center. PCM and the Y will collaborate to ensure the program is aligned. For the 2023-24 School year, the YMCA run Morning Kickstart and Afternoon Finale program will be centralized in Room 206. Drop off and pick-up from this program will take place at the entrance to Room 206. The YMCA will provide further details about their drop off and pick up procedures. Please visit our website for more information on this programming and to sign up directly with the YMCA.

**Morning Kickstarts Program 7:00 AM to 8:30 AM**

**Afternoon Finale Program 3:30 PM to 6:00 PM**

PCM staff and Y staff will work together directly to transition students from one program to another. It is the responsibility of the enrolled child’s family to keep PCM and the YMCA appraised of any changes to their child’s before or after school schedule.

**Arrival and Dismissal**

**Arrival:**  Students should arrive no more than 20 minutes prior to the start of school, unless prior arrangements have been made with a staff member. Students should NEVER be dropped off or picked up without signing the student in or out at the main office and ensuring a PCM office staff member is aware of the child’s arrival or departure.

**Drop-off window 8:10 – 8:25AM (drive-through process)**

If you will be transporting your child, your child should not be released from your vehicle until a PCM staff member has greeted you and confirmed they are ready to receive the child. Your child should be ready to get out of the car when the PCM staff member opens their door. If your child is having difficulty with their seatbelt or saying good-bye, please park in the parking lot and walk your child to the main office. **Appendix A** provides a graphic and extra details about the pickup and drop off locations and procedures.

PCM has bus transportation. For more information, please refer to our Transportation Handbook. When the bus arrives at school, a PCM staff member will accompany the group into the building and ensure they get to their classrooms.

Students who are eating breakfast at school will be provided breakfast in the classroom when they arrive in the classroom.

If you are dropping off your child to the YMCA run Morning Kickstart extended care program, you walk them to Room 206 within the building. A YMCA staff member will sign your child in. The same process applies to pick-up from the YMCA Afternoon Finale program.

The transition from the YMCA program to PCM or vice versa, will be handled by PCM and Y-staff.

**Dismissal:**  Students will be dismissed at 3:30 pm Monday-Friday. Families should be there to pick their child up during the pick-up window. A PCM staff member will bring your child to your vehicle or ensure they get on the bus.

**Pick-up window 3:30 - 3:45 PM (drive-through process)**

PCM does not have the staff capacity to supervise students past this time. Upon dismissal, students are expected to leave campus unless they have other obligations (YMCA Afternoon Finale program, clubs, athletics, or restorative justice activities). Students are not allowed to remain on campus past 3:40 pm unless given permission from a PCM staff member to do so.

Only students who are participating in a school activity may stay after school past dismissal time. Siblings/friends of students may not stay for another student’s activity time and must be picked up at the appropriate time. We do not have staff available to supervise students who are not participating in activities. A warning will be issued the first time, and any time after that, the student participating in the activity/sport will no longer be allowed to participate until the issue has been resolved.

Students participating in an after-school activity must be picked up at the agreed upon time after the conclusion of the activity. Students will be allowed two late pick-ups during the year. After that, the student will no longer be allowed to participate in the activity.

Please make every effort to adhere to regular dismissal times. Students who are to be picked up early during the day will remain in class until the parent arrives at school. Families will check in at the office and the office will call the classroom to request your child be sent to the office for early release. Students will not be released early from class to wait in the office for their parent/guardian to arrive.

**Closed Campus**

Although PCM is located in Gladish Community and Cultural Center, PCM is considered a closed campus. When on campus during PCM’s academic hours students must always be in class and under the supervision of an adult. Students who leave campus without authorization will receive a discipline consequence and will be considered truant from school.

Students who leave campus early must be picked up by an authorized individual (with valid identification) who will sign the student out at the front desk. Students will only be released to adults who have been identified in our school information system. Please check annually to ensure that the adults who are authorized to pick up your child are accurate and up to date.

Families/community members who wish to interact with their child during the school day must first arrange that with the main office prior to the intended date of the visit. The Head of School or designee will then decide whether or not to allow the visit due to the daily schedule of the school or based on other circumstances. All volunteers must submit their information to the Office Manager every school year. For volunteers who will never be left alone with a child, this information is run through the Washington State Patrol background check system. Out of an abundance of caution, in the event the volunteer is ever needed to be alone with a child (ex. transition of students between rooms, supervised trip to public restrooms within the facility) PCM may ask volunteers to pick up a reimbursable OSPI (Office of the Superintendent of Public Instruction) sanctioned background check packet from the front office and complete the application process.

**Authorized Adult Pickup**

PCM will only release students to adults who are authorized in our system to pick them up. Please provide the main office with the names and telephone numbers of adults who may pick up your child. Please remember to update the names if your family situation changes. Also, we ask you to exercise understanding in this policy as it is solely designed for the protection of your child. We will not accept verbal confirmation over the phone from a child’s guardian to authorize an individual who is not listed to pick up, it must be done in person or through Transparent Classroom. For information on how to log into your Transparent Classroom account, please contact the main office.

**Parent/Guardian Visitors**

All families/guardians and visitors notify the school of a visit prior to the time they wish to visit. There may be times where visitors in the building may not be appropriate (state testing, emergency drills, COVID-19, etc.) and this allows the school to ensure a pleasant visit. PCM will not unreasonably withhold access to the building to a parent/guardian.

All visitors must sign-in and sign-out at the front desk and may be required to show photo identification when they enter or leave the building. Families/Guardians are expected to abide by the school’s visitor rules and core values in all interactions with faculty, staff, administration, other families, and students. Visitors will be asked to leave campus if the school’s core values are not practiced. Families/Guardians and visitors are asked to refrain from using their cell phones inside of the classrooms when it could be distracting to the learning environment.

**Attendance**

In order for our academic program to be successful, it is essential that students be present in school on a consistent basis. The attendance policy at PCM has been formed in order to ensure that this remains the case. If a student accrues an excessive number of absences, the administration will follow the procedures mandated by state law (RCW 28A.225.020.) Students who are absent from school cannot attend or participate in any other school-sponsored activities occurring on the day of the absence (concerts, athletic/academic competitions, etc.), unless advance permission has been given by the school.

In the event of a necessary absence, a parent/guardian must call the main office and report the absence by 8:15 a.m. Include student’s name, date of absence, reason for absence and parent/guardian contact number. **This notification does not automatically excuse the absence.** If we are unable to verify the reason for the student’s absence with the parent/guardian, the child will be considered truant. All questions related to attendance should be directed first to the main office. If not resolved, they will be forwarded on to the Head of School.

**Medical Visits**

Doctor visits or other similar circumstances require a note from a parent/guardian detailing the time to be excused, reason for leaving, approximate time of return and parent/guardian phone number. Upon return, the student must provide a doctor’s note verifying the appointment and excusing the absence. Absences will not be excused until a doctor’s note has been received by the main office. Families will have 5 days to submit documentation to justify the absence as excused. After that time, the absence will remain as unexcused.

**Tardiness/Pick-Up**

Students are considered tardy when they are not in class by 8:30 a.m. on a school day. Students are required to be at school on time. If a student is late to class, and it is unexcused, the student may be asked to meet with an administration to discuss tardiness.

A parent/guardian will be notified in cases of habitual tardiness. The parent/guardian will be expected to work with the school to implement a plan to correct the problem. Should there be an emergency that prevents a student from being on time in the morning, the parent/guardian should call the office. (See [Board Policy 3122 Excused and Unexcused Absences](https://mypcm21.box.com/s/s1e90111kux1hprklfwr9v5858mq6zeq).)

**Missed Classwork due to Absence:**

After an absence, students are responsible for making up assignments from their Guides. Please consult with the Guide about work that will be missed ahead of a planned absence. If a student is absent the day a project is due, they will be expected to turn it in the they return to school.

**Excused Absences** (written statements from appropriate entities may be required):

Consistent with Washington State Law ([WAC 392-401-020](https://apps.leg.wa.gov/wac/default.aspx?cite=392-401-020)), absences are excused for the following reasons:

* Illness or Health condition
* Medical appointment
* Family emergency
* Religious purposes
* Court or judicial proceeding
* Participation in a school-approved activity or instructional program
* Parental-approved activities
* Absence resulting from disciplinary actions

**Unexcused Absences** are defined below regardless of notification by the parent.

* Absences not properly reported by the parent/guardian
* Absences typically excused that have not been confirmed within 5 days of the absence
* Family vacations
  + See “Special Attendance Circumstances” section below
* Absences related to sports/activities not affiliated with PCM

**Procedures for monitoring and compliance of compulsory attendance**

1. PCM is required to take daily attendance and notify you when your student has an unexcused absence.
2. All absences will be reviewed by school personnel on a daily basis; the school office will call to confirm the reason a child is not at school. Please be kind, we are required by law to ensure your child's location and safety.
3. Please refer to [Board of Trustees Policy 3122 Excused and Unexcused Absences](https://mypcm21.box.com/s/s1e90111kux1hprklfwr9v5858mq6zeq) to fully understand PCM’s compliance with state laws regarding attendance.

**Special Attendance Circumstances:**  Students who are absent for an "educationally valuable experience" other than a field trip may receive an excused absence if the following criteria are met:

* The absence must be submitted at least one week in advance to the school administration.
* There must be written educational objectives for the trip. The Guides will initial the pre-approved request form indicating knowledge of the anticipated absences and the student's receipt of the supplemental assignments.
* The pre-arranged absence request will be reviewed by the school administration.
* All decisions on the excuse of absences in special circumstances are at the sole discretion of the building administration.

**Truancy:** When students fail to attend school, they are considered truant. Washington law requires children from age 8 to 17 to attend a public school, private school, or to receive home-based instruction as provided in subsection (4) of [RCW 28A.225.010](https://app.leg.wa.gov/rcw/default.aspx?cite=28a.225.010).

Once a student is determined to be habitually truant, the school administration will notify the student’s families/guardian in writing of the student’s unexcused absences and of the fact that the student is habitually truant. At that time, the PCM will develop a plan with the goal of assisting the child to remain in school consistent with the school’s agreement with the Whitman County Juvenile Court.

For additional information, please refer to [Board of Trustees Policy 3122 Excused and Unexcused Absences](https://mypcm21.box.com/s/s1e90111kux1hprklfwr9v5858mq6zeq).

**Transportation**

Pullman Community Montessori will be providing transportation to and from locations around Pullmanfor those who are outside of our [safe walking distance boundaries](https://mypcm21.app.box.com/s/445j5avaeul5gsvo6amhu3giyfi2pw1u), (map numbers indicate estimated walk times). During the school day PCM will also transport students for school-related activities. Whether riding the bus before or after school or for school sanctioned trips, behavioral expectations are to be followed at all times. The full Transportation Handbook should be reviewed. Important excerpts can be found below.

Regardless of the type of transportation, good conduct and compliance with transportation rules are required to maintain the transportation privilege. Please inform the school office if the child changes their transportation arrangements. Please see our website for transportation updates, updated information regarding bus routes, locations and pick-up/drop off times.

Transportation provided by PCM is a privilege and students will be suspended from school bus transportation due to inappropriate behavior. Students are expected to follow all safety rules while riding the bus. Therefore, we expect the children to:

1. Remain in their seats, feet and body facing forward
2. Talk in quiet and respectful voices
3. Obey the bus driver
4. Keep feet out of the aisles
5. Refrain from eating or drinking on the bus
6. Keep hands to themselves and inside the bus

If a student does not follow the rules, the student will be referred for restorative justice action by the bus driver. The following procedures assume a typical infraction from the list above. Behavior that substantially endangers students or adults will result in students receiving a heavier consequence earlier.

1st referral - Referral from bus driver and contact home

2nd referral - Family meeting to develop a behavior plan and contract

3rd referral - bus suspension (time to be determined)

**If the unsafe behaviors continue, the student may lose bus privileges for the remainder of the school year.**

**Place-based Extended Learning Opportunities**

Project-based learning that leverages the local communities natural and business resources, allows students to learn through authentic activities and build understanding in a local-to-global community context. Project-based learning builds connections across disciplines and applies concepts to real-world examples. PCM students develop a strong connection to their community through weekly walkabouts and project- and service-based learning opportunities. Employability skills are introduced in the Adolescent Program during project-based learning.

**Walkabouts** may be engaged in periodically by K-7th grade students. This includes locations such as Neill Public Library and Sunnyside Park.

**Going outs** may be engaged in multiple times throughout the year by groups of elementary students. These are arranged by the student(s) and supported by the classroom guide. The emphasis of these going outs is to expand learning (example: a visit to a local veterinarian to support in a research project, a visit to Pullman Disposal to learn more about the local refuse and recycling system).

**Whole group field trips** for educational or extracurricular reasons may occur during the school year. These trips are arranged/overseen by staff members in alignment with our curricular objectives and are of great benefit to the student. While a member of such group:

1. Students are expected to conduct themselves in the proper manner so as to protect the reputation of the school at all times. Students who violate this rule may no longer be eligible to take part in any further trips.
2. All students who are participants must ride on school-provided transportation to and from the field study.
3. All students participating in a school-sponsored trip are expected to remain at the activity and not leave at any time. Students who choose to leave will receive the same consequence they would as if they had left school grounds on a typical day.

**Medication at School**

State regulations require that all medication be given only by a doctor’s written orders and dispensed from a pharmacy labeled container. Medication should be given in school only if times cannot be arranged for all doses to be given outside of school hours. If medication must be dispensed in school, please follow the procedures below.

1. Have your doctor write orders for the school to dispense medication, giving the following information:

* Diagnosis
* Name of drug to be given
* Dosage
* Any side effect of which the staff should be aware
* The length of time which the medication should be given

1. Fill out and sign the school’s medication release form.
2. Bring the medication to the nurse/main office in pharmacy labeled bottles. Please bring a measuring tool if the medication is liquid.
3. Medication must be left at school; it may not be sent home every night.
4. It is the parent’s responsibility to know when the dosage will run out and to supply the school with more if needed.

No medication, even non-prescription medication (cough drops, ibuprofen, Tylenol, etc.), may be brought to school and taken by students without written permission from authorized medical authority and supervised by school staff. Per Washington state law, students may bring, and self-administer, sunscreen without a note from their doctor. For health/safety reasons, staff will not apply sunscreen to students.

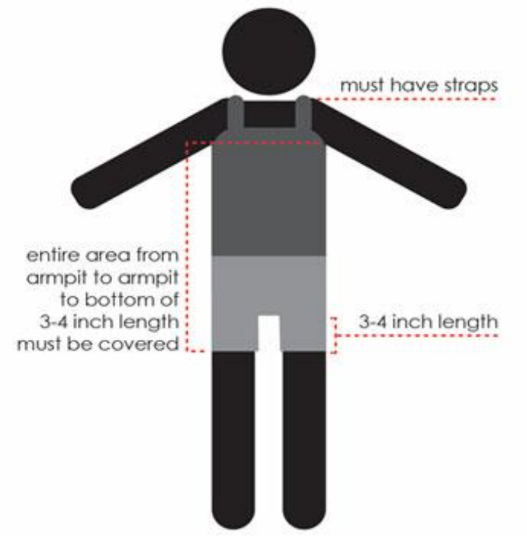
**Health/Immunization Information**

Washington State Immunization law ([RCW 28A.210.090](https://apps.leg.wa.gov/rcw/default.aspx?cite=28A.210.090); PCM Board Policy and Procedures) requires all students to present proof of these documents, on or before the first day of school. Students will not be allowed to attend school until one of these documents is presented to the office.

* Proof of full immunization
* Certificate of Exemption for religious or medical exemptions

In 2019, the Washington State Legislature passed a bill that removes the personal and philosophical option to exempt children from the MMR (measles, mumps, and rubella) vaccine required for school and entry. This law does not change religious and medical exemption laws. Children who have one of these types of exemptions on file are not affected by the new law.

**Dress Code for Students, Staff and Visitors**

PCM respects students’ rights to express themselves in the way they dress. All students who attend PCM are expected to respect the school community by dressing appropriately for a K-9 educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and the staff that supervise them.

* Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs (see images below). Tops must have shoulder straps. Rips or tears in clothing should be lower than the 3 to 4 inches in length mark.
* Shoes must be worn at all times and should be safe for the school environment (pajamas, bedroom shoes or slippers shall not be worn, except for school activities approved by the school).
* See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.
* Clothing, jewelry and accessories may not depict illegal, violent, or lewd conduct, pornography, nudity, obscene language, weapons, or the use of alcohol, tobacco, marijuana or controlled substances.
* Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
* Specialized courses or activities may require specialized attire, such as safety and clothing protection gear or musical/theatrical arts presentations.

**Student Phone Usage**

In order to limit disruption to the classroom, students will not be called to the telephone except in cases of emergency. With permission from a staff member, students may use the office telephone to make necessary phone calls.

Students are prohibited from using cell phones anytime during the school day. If any PCM staff member hears or sees a student’s cell phone, the phone will be confiscated and given to school administration to be picked up by a parent/guardian. Students are permitted to use cell phones ONLY before and after school, when outside of the building. Students must silence all “smart watches” so the notifications received do not distract the learning environment.

**PCM Staff Phone Usage**

To bridge safety with portability and reliability, PCM provides teaching teams with a school supplied cell phone. Staff members will be judicious in their use of these phones for school use only. We will not provide families with the class cell phone number. If a parent/guardian wants to contact their student, they may call the main office.

**Deliveries to Students**

If a student leaves items at home, those items may be delivered to school and left in the main office for the student to pick up. Students will be contacted during an appropriate time to retrieve their items.

Due to the distraction it causes to the learning environment, items such as balloons, flowers, etc. will not be delivered to the student during the day.

**School Lunch Program**

Both breakfast and lunch meals will be available at PCM. As part of its participation in the National School Nutrition Program (a federal program that subsidizes student meals), the school must collect completed meal applications for all its students. The meal application form is used to determine the level of assistance that a child will receive. All families are required to fill out and turn in a free/reduced meal form. This policy helps the school ensure that we maximize the reimbursements we receive from the federal government which benefits all students at PCM.

Families may send lunch to school. If you are sending lunch to school with your child, we ask that you send nutritious foods. Please do not let your child bring unhealthy drinks (e.g., sodas or juices heavy in sugar) or unhealthy snacks or candy (high in fat, calories, or sugar) to school. These types of treats should be reserved for home consumption. PCM is a nut-free school, so please do not send nut products. **Anything that could be confused in appearance with a nut product should be clearly labeled or the food will be thrown away and the student will be provided a school lunch to replace the food.**

**Student Privacy**

PCM will comply with all state and federal regulations regarding student privacy. We respect the privacy of all families and students in regards to student records.

**Computer and Internet Use Rules**

Before a student is allowed to use computers and Internet services, the student and the student’s parent/guardian must sign and return the Computer/Internet Access Acknowledgment Form. The signed acknowledgment will be retained by PCM. These rules are intended to provide general guidelines and examples of prohibited uses but do not attempt to state all required or prohibited activities by users. Please refer to [Board of Trustees Procedure 2022P Internet Safety](https://mypcm21.box.com/s/a65lxl2zsv1ihu9y9vj0oai8rnzka6to) for more information.

**Section 2: Academic Policies**

**Curriculum Overview**

At PCM, learning through action and real-life examples is deepened by place-based project learning, where students leverage local community resources and study the Pullman region’s local heritage, cultures, landscapes, opportunities, and experiences to expand their understanding of core academic concepts, their community, and their leadership within it.

**Learning Through Community and Action**

The mixed-age Montessori classroom community provides a safe, inclusive classroom environment, where all learners can learn from each other and practice the skills necessary for successful engagement in community life. Through participation in maintenance of the classroom environment; involvement in shared problem solving, decision making, and goal setting through student-facilitated community meetings; and through restorative practices and explicit social-emotional learning, students develop their sense of agency, recognizing not only their own but also the contributions of others to the well-being of their community.

**Hands-on, authentic materials and activities**

Students physically engage with Montessori-aligned materials. Materials, strategically featured and rotated in the classroom, are available to students based on displaying proficiency on sequential works. Project-based learning through a place-based approach allows students to learn through authentic activities and build understanding in a local-to-global community context. The physical space of the facility itself also presents a variety of authentic activities and experiences (community gardens, classroom organisms, etc.).

**Building Community**

Students engage in learning with and from each other daily through morning circle and work time. They frequently engage with the diverse resources of our local community — community members, businesses, libraries, museums, university labs, parks, trails, and nature reserves—to complement and deepen classroom learning.

​**Opting-out of Curriculum**

Staff at PCM go through a lengthy internal process of discussion and research when deciding on resources to include in their curriculum. All resources that may be considered sensitive in nature are discussed and approved by the Head of School, Director of Academic Programs, and PCM’s Board of Trustees. All content discussed in class and through activities directly correlates with knowledge students are expected to demonstrate at the end of each course, or per Washington state law. Students are expected to participate in all aspects of the curriculum and of material being covered in class. This includes, but is not limited to, novels being studied, field studies, scientific theories, global conflict/strife, videos being shown, etc. Families/Guardians are welcome to request the opportunity to view any materials that are being used in our curriculum.

The only curriculum at PCM that can be opted out of is the Human Growth and Development Curriculum. We ask that if a family is considering opting out, to provide the Head of School and/or Director of Academic Programs the opportunity to review the curriculum with you and discuss any concerns that you have. There is much misinformation around what is taught at the developmentally appropriate grade levels, and we find an examinate of the materials provides families the ability to make a more informed choice.

**Human Growth and Development Curriculum:**

All students in grades K-9 participate in the Human Growth and Development Curriculum. We believe that families are the primary source for sexual/health education and commit to only covering content that is required to be covered via requirements set forth by the state of Washington. The materials we are using are state approved curricula and have been paired down to cover only the necessary components. Materials being used during this unit will be made available for preview by families at least 30 days prior to the unit being taught.

If you wish to exclude your child from either the sex education or the HIV/AIDS portion of the unit, you may do so by completing the form provided by the Guide prior to the unit. Your student will then receive an alternative assignment and will spend those class periods in another location with another supervising adult.

**Highly Capable Program**

PCM will provide services for students who qualify as highly capable. State law requires schools to identify and serve students whom they qualify as highly capable. The highly capable program is designed to meet the needs of students with exceptionally high ability. Students are identified based on Verbal (English Language Arts) and/or Quantitative (Math) skills and are provided services only in the areas in which they qualify. All students in kindergarten through 7th grade will be assessed to determine services at PCM. Students who do not score within the anticipated range may retake the assessment during the fall of the following school year. Students will not be allowed to retake the test during the course of the same school year. Families have the right to refuse Highly Capable services for their child.

Identified students in kindergarten – 7th grade will receive Highly Capable services through differentiated literacy and math experiences in their classroom. This includes: grouping with students of like exceptional ability, more challenging classwork, opportunities for acceleration of content and opportunities for increased inquiry during other content provided during class.

**State Testing Participation & PCM’s Approach**

PCM embraces standardized tests as a general accountability tool for schools and as one summative metric to measure student progress and proficiency. However, we also recognize this tool used alone is incomplete and does not provide data in a timely manner to guide appropriate student growth within the school year. To this end, PCM centers an integrated, competency-based approach to assessment anchored in the use of personalized work plans for each student.

PCM will employ all required state standardized tests as one component of a more comprehensive and integrated assessment system that aligns with recent research indicating standardized tests are not in and of themselves a holistic metric to assess the complex suite of skills necessary for students to be successful in life, whether at the primary, secondary, or advanced education levels. Whole-child progress in areas of executive functioning, cultural humility, and social-emotional competency will also be monitored and assessed, as they are shown to be integral to academic and lifelong success.

Students will take the Smarter Balanced Assessment (SBA) test, as required by the state of Washington. Students will begin participating in the SBA in 3rd grade. Students will take the ELA and Math assessments in grades 3-8. Additionally, 5th grade students will take the Science assessment. PCM typically conducts these assessments during the last half of the month of May.

**Testing and Family Support**

Test taking is a life skill that, like any skill, needs to be guided, practiced, and reflected on for improvement. PCM staff are eager to help students develop a positive mindset around any challenges that they are presented with, testing is no exception. To do this PCM staff needs parent support.

We highly encourage parents to be sensitive to the mindsets and ideas children build by listening to adults discuss how poor they perform on tests or how anxious they get (if that is the experience of the parent/guardian). Rather than sharing trauma, we encourage a growth mindset approach and intentional discussion around the fact that tests don’t define individual worth. Rather they are a tool to help identify areas of strength and needs for support and allow us to set forward-planning goals.

**Section 3: LEADER Values and System of Justness**

PCM’s core values, We are LEADERS, serves as a blueprint of actions to create and reinforce the habits and language that support an environment of diversity, equity, and inclusion, where differences are valued and accountability, integrity, character, and a growth mindset are fostered. Our expectations that all participants of PCM’s community—students, teachers, staff, and families—uphold and support our core values, display our high standards for all and our intent to expand community beyond our classroom walls.

**System of Justness**

At PCM, our culture is rooted in the belief that discipline is positive, can be taught, and is part of our everyday efforts essential to building leadership habits. These habits are critical in our pursuit of our mission. Every PCM staff member is trained in the Nautilus Approach, which is a trauma informed, attachment-based theory approach to discipline. The Nautilus Approach leverages restorative justice practices to help students develop their conflict resolution skills and repair hurt/damage when appropriate.

**Section 4: Facilities and Resources Policies**

**School Property**

Students must treat school property and equipment with care and responsibility. School property includes the building and grounds, equipment, materials, books and laptops. Intentional actions to damage or harm school property will lead to disciplinary action and the reimbursement to the school. Should the damage be deemed as an unintentional act, students may be given the option of reimbursing the school and/or completing community restoration.

**Toys at School**

Unless specific arrangements around toys and other objects have been made with the classroom Guide, because an object may serve a use for cultural sharing or some other temporary specific purpose/need, please ask your child to keep their toys at home. The policy to not have toys at school is for a multitude of reasons including considerations for equity and keeping the focus on the amazing materials we have to offer. Students should also be encouraged not to bring toys to keep in their backpack. If a toy in a backpack becomes a distraction at any point, the toy may be confiscated by school staff and returned at the end of the day. A repeat violation will result in the toy being retained in the office until the family can pick the toy up. For questions on this policy please contact the main office.

**Responsibility for Personal Property**

All property brought to school is brought “at your own risk.” PCM will not assume responsibility for any personal property. Distracting or inappropriate objects will be confiscated and returned at the end of the day. Repeat violations will require a parent/guardian conference. If it is necessary to bring a large sum of money to school for any reason, it should be taken directly to the person responsible for accepting it from the student. PCM will issue receipts for all money received through the main office.

**Lost and Found**

Lost and Found items will be kept in a common area that is visible to students and families. Periodically throughout the school year, items not claimed from the lost and found will be donated to charitable organizations.

**Section 5. General School Policies**

**Discrimination**

PCM shall not discriminate in any programs or activities or against any student, employee, or any other person on the basis of age, sex, race, creed, belief system/religion, color, marital-partnership status, status as a victim of domestic violence, national origin, alienage or citizenship status, veteran or military status, sexual orientation, gender expression, gender identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal, and provides equal access to the Boy Scouts and other designated youth groups. Furthermore, PCM shall not discriminate on any other ground that would be unlawful if done by any other public school. PCM shall take all steps necessary to ensure that discrimination does not occur, as required by state and federal civil rights, and anti-discrimination laws.

*The following employees have been designated to handle questions and complaints of alleged discrimination:*

|  |  |  |
| --- | --- | --- |
| Name | E-mail | Coordinator / Officer Type |
| Jared Kuhn | [Jared](mailto:Jared)K@myPCM.org | **Title IX & HIB (Harassment, Intimidation, Bullying) Compliance Coordinator/Officer** |
| Jill Stansbury | [JillS@myPCM.org](mailto:JillS@myPCM.org) | **Civil Rights Compliance Coordinator** |
| Emily Klein | [EmilyK@myPCM.org](mailto:EmilyK@myPCM.org) | **Section 504 & IEP Program Manager** |
| Michael Moll-Fuller | [MichaelM@myPCM.org](mailto:MichaelM@myPCM.org) | McKinney Vento Liaison |
| Michael Moll-Fuller | [MichaelM@myPCM.org](mailto:MichaelM@myPCM.org) | Foster Student Liaison |
| Desiree Porter | [DesireeP@myPCM.org](mailto:DesireeP@myPCM.org) | Truancy Coordinator |
| Jill Stansbury | [JillS@myPCM.org](mailto:LSullivan@myPCM.org) | State Assessment Coordinator |
| Laylah Sullivan | [LSullivan@myPCM.org](mailto:LSullivan@myPCM.org) | Gender Inclusive School Coordinator |

*Address: 115 NW State Ste STE 212, Pullman, WA 99163*

You can report discrimination and discriminatory harassment to any school staff member or to the LEA's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your LEA’s nondiscrimination policy and procedure, contact your school office or view it online here: [3210 Nondiscrimination Policy](https://mypcm21.box.com/s/86ihqqqtvdjk9rz9sktsvso2pbpmk50q) & [3210P Nondiscrimination Procedure](https://mypcm21.app.box.com/file/840884713388?s=jokr2pskq2ue0km90btc8i4fl143aqfu).

## SEXUAL HARASSMENT

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

**Sexual harassment is unwelcome behavior or communication that is sexual in nature when:**

* A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
* The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

**Examples of Sexual Harassment:**

* Pressuring a person for sexual favors
* Unwelcome touching of a sexual nature
* Writing graffiti of a sexual nature
* Distributing sexually explicit texts, e-mails, or pictures
* Making sexual jokes, rumors, or suggestive remarks
* Physical violence, including rape and sexual assault

**You can report sexual harassment** to any school staff member or to the LEA's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your LEA’s sexual harassment policy and procedure, contact your school office, or view it online here:[3205 Sexual Harassment Policy](https://mypcm21.box.com/s/lwdht88bzn3a207wg9zbpmg7bew2nd4a) & [3205P Sexual Harassment Procedure](https://mypcm21.app.box.com/file/815108927445?s=ibq4360u9781so1iu716h4jf5ne2ue97).

## COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child’s principal/Head of School or with the school’s Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to revolve your concerns.

**Complaint to the School/LEA (Local Education Agency)**

***Step 1.*** *Write Out Your Complaint*

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the LEA should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the LEA superintendent (PCM’s Head of School) or Civil Rights Compliance Coordinator.

***Step 2:*** *LEA Investigates Your Complaint*

Once the LEA receives your written complaint, the Civil Rights Compliance Coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The Head of School or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the LEA will notify you in writing to explain why staff need a time extension and the new due date for their written response.

***Step 3:*** *LEA Responds to Your Complaint*

In its written response, the LEA will include a summary of the results of the investigation, a determination of whether or not the LEA failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the LEA into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

**Appeal to the School Board**

If you disagree with the LEA’s decision, you may appeal to the LEA’s board of trustees. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the LEA’s response to your complaint. Email appeals to [board@myPCM.org](mailto:board@myPCM.org). The school board will schedule a hearing within 20 calendar days after they received your appeal, unless otherwise agreed on by you and the Head of School or for good cause. The school board will send you a written decision within 30 calendar days after they received your notice of appeal. The school board’s decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

**Complaint to OSPI**

If you do not agree with the LEA’s school board’s appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the LEA’s complaint and appeal process, or (2) the LEA has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

***Email:*** [Equity@k12.wa.us](mailto:Equity@k12.wa.us) **ǀ** ***Fax:*** 360-664-2967

***Mail or hand deliver: Civil Rights Office,*** PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit their [website](http://www.k12.wa.us/Equity/Complaints.aspx), or contact OSPI’s Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at [Equity@k12.wa.us](mailto:Equity@k12.wa.us).

**Other Discrimination Complaint Options**

*Office for Civil Rights, U.S. Department of Education*

206-607-1600 ǀ TDD: 1-800-877-8339 ǀ [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov) ǀ [OCR Website](http://www.ed.gov/ocr)

*Washington State Human Rights Commission*   
1-800-233-3247 ǀ TTY: 1-800-300-7525 ǀ [Human Rights Commission Website](http://www.hum.wa.gov/)

**Special Student Populations**

**Special Education**

PCM recognizes that students whose disabilities adversely impact educational performance and who require specially designed instruction can improve their educational performance when they receive special education and related services tailored to fit their needs. PCM adopts the state’s full educational opportunity goal to provide students in need of special education services with a free appropriate public education (FAPE). For more information, please refer to [Board of Trustees Policy 2161 Special Education and Related Services](https://mypcm21.box.com/s/8jv16pp1gbte09sho2mvilftny50dspc).

**Section 504**

Section 504 of the Rehabilitation Act of 1973, commonly called "Section 504," is a federal law that protects students from discrimination based on disability. This law applies to all programs and activities that receive funding from the federal government-including Washington public schools.

Federal and state law protect students from disability discrimination in public schools. These laws make sure that students with disabilities have educational opportunities and benefits equal to those provided to students without disabilities. To be protected by these laws, a student must have a physical or mental impairment that substantially limits one or more major life activities.

Under Section 504, students with disabilities can access the accommodations, aids, and services they need to access and benefit from education. Section 504 requires that public schools provide a "free appropriate public education" (FAPE) to every student with a disability - regardless of the nature or severity of the disability. For more information, please refer to [Board of Trustees Policy 2162](https://mypcm21.box.com/s/8jv16pp1gbte09sho2mvilftny50dspc) Section 504 Policy.

**Highly Capable**

In order to develop the special abilities of each student, PCM will offer a highly capable program that provides kindergarten through nineth grade students who are selected for the program, with access to basic education programs that accelerate learning and enhance instruction. The framework for the program will encompass, but not be limited to, the following objectives:

* Expansion of academic attainments and intellectual skills
* Stimulation of intellectual curiosity, independence, and responsibility
* Development of a positive attitude toward self and others
* Development of originality and creativity

Please refer to [Board of Trustees Policy 2190 Highly Capable Programs](https://mypcm21.box.com/s/bdb5rf7cb0n39zn5oceqwgt4w01v6054) for more information.

**Multilingual Learners Program**

PCM has implemented a content-based instructional model which pairs English language development with academic grade-level content using English as the language of instruction. English language development instruction is delivered by staff specifically trained using instructional strategies for language learners.

**Title I**

Title I is a targeted assistance program to provide academic services to students who are identified as not meeting state standards or at risk of not meeting state standards. PCM makes this determination based on multiple, educationally related, and objective criteria.

**Homeless Education (McKinney-Vento)**

The goal of PCM is to keep students in school who find themselves in temporary or transitional housing during the school year.

You and your family are considered “homeless” if you are:

* Living in a shelter, motel, vehicle, or campground;
* Living on the street;
* Living in an abandoned building, trailer, or other inadequate accommodation;
* Doubled up with friends or relatives due to loss of housing, economic need or similar reason;

Homeless students have the choice of remaining in the school they have been attending at the time they became homeless or enrolling in a school near their temporary housing. In either case, homeless students are guaranteed transportation. For enrollment and transportation support, please contact the PCM main office.

**Students in Foster Care**

PCM works with child welfare agencies, communities, and families to provide the equitable opportunities, specialized services, and useful supports that are essential for students in foster care to be successful in school and in life.

Key provisions available for students in foster fare:

* Students in foster care are entitled to immediate enrollment, even without documents normally required.
* Students remain in school of origin unless there is a determination that it is not in their best interest.
* PCM has a designated Foster Care Liaison. If you would like more information, please contact the main office.

**Gender-Inclusive Schools**

Civil rights laws prohibit discrimination and discriminatory harassment on the basis of gender expression and gender identity in Washington public schools. **All** students have the right to be treated consistent with their gender identity at school. Please refer to [Board of Trustees Policy 3211 Gender Inclusive Schools](https://mypcm21.box.com/s/0l1lrhiqsvjkux982ecvi8kxmqh0j9x5) for more information.

**Media Release**

PCM reserves the right to photograph, audiotape or videotape students at any time the student may be at school or at any school function or activity. PCM also reserves the right to use any such photographs, audiotapes or videos, including the student’s full name for any necessary purpose. The parent/guardian may provide a written request to the school to specifically revoke these permissions. Media release consent is part of PCM’s enrollment paperwork. If you have any questions, please contact the main office.

**Distribution of Published Materials or Documents**

**School Materials:**

With prior approval by the Head of School, Director of Academics or Guides, publications prepared by students may be posted or distributed to the greater community. Such items may include school posters, brochures, murals, etc. The yearbook and all school publications available to students are supervised by staff members and may be edited or retracted at the sole discretion of the school.

**Non-School Materials**:

Unless a student (or parent/guardian) obtains specific prior approval from the Head of School, written materials, photographs, pictures, petitions, films, tapes, posters or other visual or auditory materials may not be posted, sold, circulated, or distributed at school or on campus.

**Section 7: Weather and Emergency Procedures**

**Accident or Medical Emergency**

If a medical emergency occurs at school, first aid will be administered and the parent/guardian will be contacted immediately. If a parent or guardian cannot be reached, an emergency contact will be contacted. If necessary, the school will call Emergency Medical Services (911).

**School Closings**

If PCM needs to cancel classes for the day, delay school openings, or close early for any reason, announcements will be sent to local stations. A recorded message and text message detailing school closing information will also be sent to all phone numbers on file and a post will be made on our website and social media pages.

**Inclement Weather Procedures**

With safety of families and staff in consideration, inclement weather may cause school schedules to be adjusted as follows:

* Bus Delays - School operates on the regular schedule with buses running late (will update on approximate pickup times as information is available).
* 2-Hour Delay - School start time is delayed 2 hours and starts at 10:30 am (breakfast service will be canceled, the drop off window will be between 10:10 and 10:25 AM)
* School Closure - School is closed for the day and will be rescheduled during the school year on a date to be determined as necessary.

While safety is the primary concern, state law requires schools in Washington to be in session 180 days each year. If PCM closes school, days must be made up at a later time during the school year unless granted a waiver by the Governor due to a declared state of emergency. Families are always encouraged to consider the conditions of their neighborhood and the well-being of their students in deciding whether to keep their student home. Absences that occur on delayed start days will be excused.

For inclement weather closures, PCM will follow the decisions of Pullman School District.

**Early Dismissal Due to Weather**

In rare cases it may be in the best interest of student and staff safety that we close school early for the day. This was necessary during intense windstorms in the past and when snow accumulation is expected to reach dangerous levels before buses would be able to safely transport the student’s home at the end of a normal day. Should this happen, PCM will notify families via the information we have on file.

**Emergency Plan**

PCM has drills to practice safe, speedy, and calm evacuations of the building in the case of an emergency. The emergency plan is kept in the main office and in all of the classrooms. Families are welcome to review the entire document. If you are in the building at the time of an emergency, please listen to and follow all directions given by PCM staff.

Faculty and staff undergo emergency management training and yearly review. Emergency drills are supervised and reviewed by PCM in conjunction with the Gladish Community and Cultural Center.

**APPENDIX A**

**Arrival and Dismissal – UD 8/15/2022**

**Arrival:**  Students should arrive no earlier than 8:05 AM, unless prior arrangements have been made with a staff member.

**Drop-off window 8:10 AM - 8:25 AM (drive-through process)**

**Please have your child ready:** unbuckled, backpack ready, good day’s done.

Students who are eating breakfast at school will be provided breakfast in the classroom after class begins.

**Dismissal:**  Students will be dismissed at 3:30 pm Monday-Friday. Families should be there to pick their child up during the pick-up window if the child is not riding the bus.

**Pick-up window 3:30 PM – 3:45 PM (drive-through process)**

**DROP-OFF & PICK-UP LOGISITCS**

**Please have your laminated name sheet displayed in the front dashboard of your vehicle window.** If you would like to park and walk your child in or walk or bike your child to school AND you arrive during the drop-off or pick-up window, please escort your child in the building through the skybridge entrance. If you come **after 8:25 AM**, take your child to the main office. You will sign your child in at the office and a PCM staff member will then take your child to class.

**If you arrive AFTER 3:45 PM,** please come pick your child up at the main office.

**WHILE IN THE DROP-OFF/PICK-UP LINE, PLEASE DO NOT GET OUT OF YOUR VEHICLE.** A PCM staff member will help your child in or out of whichever side of the vehicle they are on.

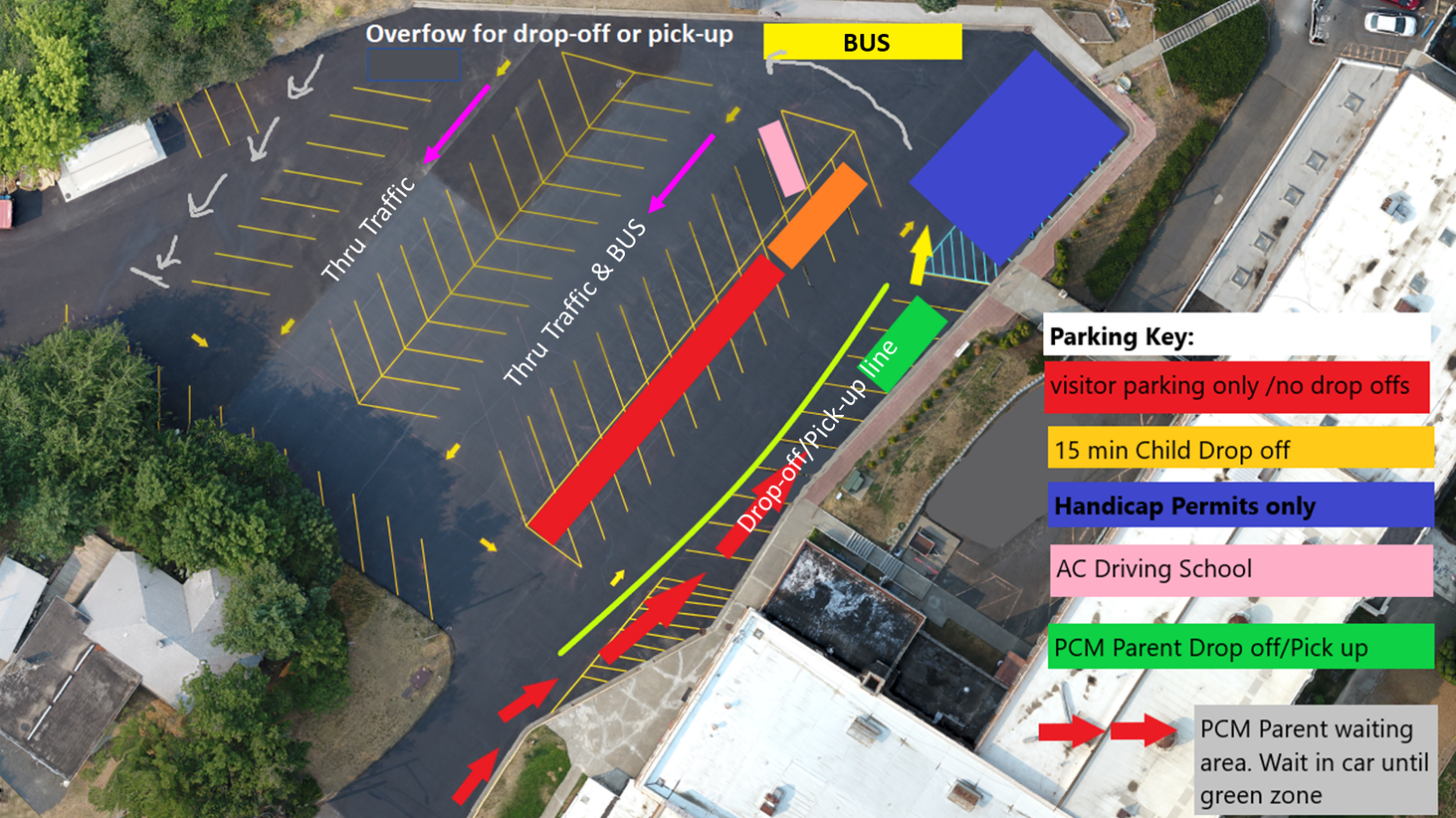
**DO NOT send a person who is not listed as an authorized person to pick up your child.** We will not let your child leave with a person who does not provide ID and who is not listed on the authorized to pick up list. We cannot take authorizations over the phone.

If you are dropping your child off with the **YMCA run Morning Kickstart** extended care program, you should park in the main parking lot and walk your child to Room 206. A YMCA staff member will sign your child in. The same process applies to pick-up from the **YMCA Afternoon Finale** program.

The transition from the YMCA program to PCM or vice versa, will be handled by PCM and YMCA staff. It is the family’s responsibility to communicate any changes in schedule to PCM and the YMCA in advance.

The following map indicates the PCM student drop-off and pick-up lane that is to be used to drop children off as well as pick them up. PCM staff will be outside to greet or deliver your child during the drop-off and pick-up window only. Please DO NOT release your child from the vehicle until a PCM staff member is ready to receive your child.

**If the drive through line is full:** you will follow the grey arrow to join the overflow line at the very back of the parking lot.





**Tips for Success:**

* Leave early
* Be patient, kind, and respectful of others
* KEEP children’s safety as your priority, you are never going to be late enough to justify a sacrifice to safety
* DO NOT get out of your vehicle while in the drop-off/pick-up line
* Have ‘good days’ said before you enter the line
* Do not try to go around the first vehicle in line
* If you need to come into the building, please park and proceed to the main office (office personnel will deliver your child to their classroom)
* Please have your laminated name sheet displayed in the dashboard of your window.