

Sands Montessori

Mission Sands Montessori, a Cincinnati Public School, educates the whole child to be a lifelong learner and a responsible contributor to our global community. We do this through culturally integrated education that nurtures the relationship between the child, parent, school, and community.

Vision: Sands Montessori is a community of empowered, responsible, lifelong learners.

Sands Montessori Communication Form

Intent: The spirit of the *Sands Montessori Communication Form* is to help provide a best practice to foster communication. Best efforts should be taken to share requests, concerns, and successes, with homeroom teachers first, before being brought to administration. Sands Montessori is committed to creating an environment where teaching and learning can prosper in alignment with the Montessori philosophy of positive collaboration between students, teachers, and parents. We value your input. Thank you for supporting our wonderful school.

Instructions

Section I. Please fill out accurately, including your name, preferred contact information, and the date submitted. Forms without a name and contact information will not be accepted.

Section II. Clearly define your concern, success, or desired engagement with as much detail as possible.

Section III. Please indicate all actions steps that have previously been taken to find a positive resolution with the person(s) most closely aligned to the relevant situation.

Section IV. Please propose a specific solution related to your concern. In sharing your proposal, please keep in mind how this will affect all of our students and the extended school community. In detailing your solution, feel free to volunteer or suggest others who might have knowledge and/or a willingness to help develop these ideas.

** Additional space may be used in filling out this form, please denote appropriate sections when doing so **

Sands Montessori Communication Form

Please use this form to submit your request, concern, success, or desired engagement to the ***Sands Montessori administration*** for review. This form may be submitted via email or to the main office to be placed in the mailboxes of the administrators. *Please refer to the **Instructions** (on the previous page) when completing this form. Incomplete and/or non-compliant forms will be returned to the submitter for updating.*

Principal: Sarah Lord lordsar@cpsboe.k12.oh.us **Assistant Principal:** Elizabeth Johnson: johneli@cpsboe.k12.oh.us

I. Submitted by: _____ **Date:** _____

Contact info: _____

II. Clearly define the concern, success, or desired engagement:

III. List any action steps you have taken for finding a positive resolution prior to submitting your

request to administration:

__ phone call to respective party (name/date: _____)

__ email to respective party (name/date: _____)

__ parent/teacher conference (date(s): _____)

__ other (describe: _____)

IV. If the request, and/or concern presented is problematic in nature, *what do you propose as a solution?*

For administrative use ONLY

Resolution: __ in progress __ resolved __ unresolved → referred to : _____

Action taken:

Administrator's signature: _____ **Date:** _____