

## Charter Advisory Board

President	Ken Huls
Vice-President	Jon O'Connor
Executive Director	Juli Lewis
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Educational Director	Krista Newcomb
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## Administration

Executive Director	Juli Lewis
Educational Director	Krista Newcomb
Middle School Coordinator	Jennifer Matthews
Operations Manager	Jamie McNeil
Office Manager	Tom Andrews
Facility Manager	Tom Andrews

### *Our Vision:*

Montessori Academy provides a scholarly, healthy, innovative environment that supports a community dedicated to excellence, independence and enthusiasm for life-long learning.

### *Our Mission:*

We nurture and challenge the whole person to balance academic excellence, personal integrity, environmental awareness, and global responsibility.

We embrace the core Montessori philosophy through the use of multi-age classrooms, authentic Montessori materials, and a Montessori-trained faculty.

We augment our program with Outdoor Environment, an agriculture curriculum, honor council, special education, a full "virtues curriculum", and gifted children's programs.

**Tax I.D. Information:** Non-Profit 501(c) 3 for any donation #75-2990833  
For profit for childcare expenses #75-3022726

Montessori Academy provides equal employment opportunities and equal participation opportunities to all of its employees and/ or students without regard to ethnicity, national origin, creed, gender, physical disability, age, proficiency in the English language, or athletic ability, who submit a timely application based on space or position availability.

Montessori Academy grades K-8 comprise our Charter School. A Charter school is fundamentally a form of public school. It is a component of the national public school reform. Montessori Academy holds its charter through the State Board for Charter Schools.

### **Enrollment Process**

Montessori Academy accepts children in the following order:

1. Current Students
2. Siblings
3. Open Enrollment Students

Applications submitted for open enrollment are subject to lottery to fill openings as stated in the Charter Schools Program Non-Regulatory Guidance, Section C. Private school applications will be accepted on a first come, first serve basis.

### **An application for enrollment will not be accepted without the following items:**

- Completed enrollment application that has been signed and dated
- Completed emergency blue card
- Copy of immunization records
- Birth certificate
- Completed Title I form
- Signed Parent/Student Handbook Agreement
- Record requests (when applicable)

### **Classroom Placement**

The final decision for classroom placement is made in the best interest of the child by the Administrative Team. Parents who have information relating to this decision should make an appointment with their child's current teacher to discuss the issues. The teacher will then bring those issues to the placement meetings where the final decisions will be made in the spring of each year. Changes in classroom assignments will only be made if the well-being of the child is seriously affected.

### **Age Requirements**

- Children entering Kindergarten **must be 5 years old by September 1<sup>st</sup>**

### **Withdrawal Procedure**

Once a family has decided to withdraw their child from Montessori Academy, they must notify the office immediately and fill out a state required withdrawal form.

### **Payment Procedures**

1. Tuition and/or fees are to be paid monthly starting August 1<sup>st</sup>. Payments will be considered late after the 5<sup>th</sup> of each month and be subject to late fees.
2. Payments are to be sent to the office at: 2928 N. 67<sup>th</sup> Place Scottsdale, AZ 85251. Payments may also be dropped off in the front office. Please be sure to include your child's name on the check.
3. If a payment check is returned due to non-sufficient funds, it will be re-deposited one time and a \$10.00 fee will be assessed. If it does not clear the second time, it will need to be replaced with a money order or a cashier's check for the amount plus the \$25.00 non-sufficient funds fee. After three returned checks, all future payments must be made by cashier's check or by money order.
4. If a check is lost, the check writer must pay all charges for a stop payment and a new check issued.
5. We accept Visa, MasterCard, and American Express. You may make arrangements to auto-pay your monthly tuition payment in the front office.

### **Late Payments and Past Due Balances**

1. Past due notices will be sent to those parents whose payments have not been received by the 5<sup>th</sup> of the month.
2. If a payment has not been received by the 5<sup>th</sup> of the month, a late charge of \$30.00 will be assessed.
3. If tuition and/or fees remain unpaid and other payment arrangements have not been made, the school reserves the right to:
  - a. remove the student from after-school activities including All Day Program;
  - b. terminate contract;
  - c. dismiss the student without tuition abatement until the account is brought current;
  - d. employ any and all rights and remedies allowed by law.
4. Families who fall more than one month behind in payment of tuition, without arranging for an alternate payment plan may not be eligible for continued enrollment in the program. **This will be firmly enforced.**
5. Enrollment contracts will not be offered to students whose accounts are more than 30 days delinquent, unless payment arrangements have been made.
6. If you have any billing questions, please call the main office at (480) 945-1121.

*If it becomes necessary to turn this contract over to an attorney to enforce any of the terms hereof, the School shall be entitled to recover collection costs, expenses and reasonable attorney fees.*

### **Extracurricular Activities Fee**

This fee helps the school to maintain extracurricular activities such as, Spanish, Art, Music, Health, and Field Trips. ECA fees are due and non-refundable on the first day of school. Monies are also used for program supplies and transportation for field trips. Scholarships may be applied for. Montessori Academy also accepts tax credit donations for these purposes on a yearly basis.

#### **Scholarships and Financial Aid**

1. Montessori Academy has a limited amount of scholarship money available to help those families in need.
2. Applications are available in the school office. Applications must be completed and turned in at the time of registration.
3. Scholarships are reviewed twice a year.

### **Late and Early pick-up/drop-off Fees**

A fee of \$5.00 per half hour will be charged for students who are dropped off or picked up 15 minutes before or after their scheduled time, unless a written exception is approved.

A fee of \$1.00 per minute will be charged for students who are picked up after 5:30pm, there is a 5 minute grace period.

#### **Refunds**

No refunds are given for vacations or absences.

### **Attendance**

Continuous attendance at school is essential for the academic and social development of your child. It is the parent's responsibility to ensure that the student is in daily attendance. By law, a child cannot miss more than 10% (18 days) of the school year.

Note: **excessive absences adversely affect the school's funding.**

### **Absences**

In case of absence these procedures must be followed:

1. A call to the office to inform the school of the child's illness/absence should be made as soon as possible. A message may be left. If no call is made, a written excuse must be brought to the school office when the child returns.
2. **Frequent patterns of absences will result in a phone call from or meeting with the teacher. Penalties for excessive absenteeism may include**

**meeting with an administrator, failure to pass a grade in school, or in-house school suspension.**

3. When a child needs to leave school early for an appointment, please send a note to the teacher or notify the school office.
4. **Vacations should be planned for regularly scheduled breaks. The school does not condone taking students out of school during the charter year schedule.**

### **Tardiness**

1. The school day starts at 8:30 am for all students. Middle School students will be required to be in attendance at 8:00 am on assigned days. A student is considered late if he is not signed in at the start of the school day.
2. A student will be marked absent for a half day if he is not in the classroom by 11:30am.
3. Parents are asked to send a note explaining any arrival after the start of the school day.
4. Frequent tardiness may result in a meeting with the teacher, the administrator, and will affect student's attendance rate.

### **Drop-off and Pick-up**

We ask that everyone be patient and courteous at these times. The following are the general rules:

1. Please observe safe driving practices and look out for parents and children in parking lots.
2. **Please DO NOT park or leave vehicle unattended on the red curb.**

### **Dismissal**

1. Identification is required from any adult who is not known to school personnel and who comes to pick up a child. We reserve the right not to release the child to anyone other than the custodial parent or an authorized person **as stated on the child's blue card**. If someone else is going to pick up a child, we ask that the parent write a note or call the school office. In case of doubt, we will phone the custodial parent to confirm that someone else has been authorized to pick up the child.
2. Written parental permission is required if a student is leaving campus unattended.
3. Children must be picked up promptly at 11:30am on early dismissal days, and at the end of the school day on regular days.
4. We ask that parents call the office if they are going to be late for any reason.

### **Student Health**

In case of injury or illness during school hours, the student will be brought to the school office. Parents will be notified by phone to pick up a sick or injured child. If a parent cannot be reached, the office will call the alternate pick-up names on the emergency card. Please keep all emergency information current by going to the office to make any changes in addresses, telephone numbers, or emergency

information on the forms provided in the office. Montessori Academy follows all DHS regulations. Department of Health Services Inspection Reports may be found in the front office and are available upon request. This facility is regulated by ADHS: 150 N. 18<sup>th</sup> Avenue, Suite 400, Phoenix, AZ 85007-3244. 602-364-2539

### **Medication**

1. Prescription medication will be administered only at the written request of the child's physician and with a permission slip signed by the parent.
  - a. **Medication must be in the original prescription bottle.**
  - b. If a student needs to take medication at school, ask the pharmacist for a second labeled bottle and send only the tablets/liquid needed to be taken at school.
2. It is possible for a student to be given non-prescription medications only when they are brought into the office and the proper paperwork has been completed.
3. Any and all medication to be given during school hours **must be labeled with the child's name.**
4. Medication is to be brought directly to the office by an adult. **It is NOT acceptable to send it in a child's backpack, lunchbox, etc. No medication will be administered without a signed medication form. This form can only be found at the front office.**
5. If a child takes medication daily, it is the responsibility of the parent to make sure there is enough medication in the office. The office is not responsible for medication that has run out.

### **Immunizations**

The state immunization law requires all students to have an immunization record on file for school attendance. If your child is exempt from immunizations, he/she must have a signed exemption on file. These forms can be found in the school office. All needed immunization records must be on file prior to the child attending school. **If your child does not have immunizations on file, he/she will not be allowed to attend classes until the situation has been remedied.** Please bring any updated immunization records to the office.

### **Emergency Card**

**A child will not be admitted unless an emergency card is on file.** Parents are asked to call the office immediately if any address **or** telephone number on the emergency card changes. **Please keep in mind that if your child were to have an accident and the information on your emergency card is incorrect, we would have no way to contact you.**

### **Allergies**

Make sure that you note any and all allergies on your child's emergency card. Also make sure that your child's teacher is aware of all allergies.

### Sick Children

1. Sick children should be picked up promptly since the school does not have the facilities to care for a student who cannot return to class. There are 6 reasons we will ask you to pick up your child from school. In addition, if your child displays any of these symptoms at home we ask that you please not bring your child to school that day.
  - a. **Fever:** If your child has a temperature of 100 degrees or more they will be sent home. **By state law, children who are sent home from school with a fever cannot return to school until they have been fever free for 24 hours.** This means that your child may not return until 24 hours from the end of the fever, not from the time they were picked up.
  - b. **Vomiting:** If your child is sent home for vomiting they may not return to school until they are symptom free for 24 hours.
  - c. **Diarrhea:** If your child has diarrhea you will be asked to pick them up. They may return to school when they are symptom free.
  - d. **Rash:** Rashes with the exception of an allergy rash or mild diaper rash are a reason to be sent home. We ask that you please consult a physician for a diagnosis. If your child is diagnosed with a virus (chickenpox, measles, rubella, scarlet fever, Fifth disease, etc.) please call the school. Any child with a contagious rash please must be kept home.
  - e. **Injury:** You will be contacted in the event of a serious injury to any part of the body as well as any injury (even minor) to the head. If the injury requires a physician's attention, you will be asked to pick up your child.
  - f. **Nasal Discharge:** Any child who has a colored discharge from his nose will be sent home until there is no sign of infection.
2. Notify the school immediately if your child is diagnosed with a contagious disease.

### Child Abuse Reporting

Per state law, school employees must report suspected cases of neglect, non-accidental injury, or sexual offenses against children to Child Protective Services (CPS) and / or local law enforcement agencies. Where parents are the alleged abusers, school personnel are not to notify parents. Child Protective Services and law enforcement agencies are responsible for notification. Should the alleged perpetrator be other than a member of a child's family, normal or reasonable notification procedures shall be followed by the school personnel.

Any child who is a suspected abuse victim shall be made available to either CPS or the Police Department for questioning. The investigating agency will determine whether school personnel should be with the child during questioning. The CPS worker and/or the police may interview the student and all the children residing in the home or school grounds outside of the presence of school personnel. They may

conduct interviews of the child without permission or notice to the parents where the suspected perpetrator is a family member. CPS has the authority to obtain school records upon written request. Individuals required to report suspected abuse are protected by state law from criminal liability.

### **Communication**

All notices and reminders will be sent home in your child's communication folder or handed to the parent. Please look for them. The school will provide one communication folder per year, replacements, at \$5.00 per folder, will be billed to the student's account. It is VERY important that both parents read the reminders. Our newsletter, found on our website, [www.azma.org](http://www.azma.org), will contain important information about upcoming events. Check the front white board daily. Our email address is [azmaoffice@cox.net](mailto:azmaoffice@cox.net). Email is checked every weekday. Email is our preferred mode of communication, thus parents are encouraged to check their email daily as well.

### **Field Trips**

1. The educational program in each elementary and middle school classroom is expanded by the participation in purposeful, informative field trips taken throughout the year.
2. Our preferred mode of transportation for field trips is by contracted school buses.
3. Parents are sometimes asked to accompany the class in order to help with driving and supervision. If a parent drives on a field trip, insurance coverage will be through the driver's primary insurance.
4. Please refer to the Volunteer Fingerprint policy.
5. Please watch for field trip permission slips. If you do not sign one, your child will not be permitted to attend the field trip.

### **Grievance Procedure**

The proper line of communication between parents, students, faculty, and administration is as follows:

- a. The parent/student should discuss the matter directly with the faculty or staff member involved.
- b. If the first step does not solve the problem, the parent/student should discuss the matter with the Education Director, Krista Newcomb.
- c. If the problem is not resolved, the parent/student should discuss the matter with the Executive Director, Juli Lewis.

### **Insurance**

Montessori Academy and MA Management carry an insurance policy that complies with the requirements of the State of Arizona and Department of Health Services.

### **Lunch & Snack**

1. Parents are to provide lunches for children Monday-Friday.

2. Because we do not have the facilities to refrigerate lunches, we require that children have insulated lunchboxes and that each lunchbox have an ice pack.
3. Candy, gum, soda, and excessive sugar are not allowed. If a child comes to school with any of these items, they will be sent home unopened. If you need suggestions for healthy lunches, please ask your child's teacher or come to the school office.
4. We try to teach the children to reduce, re-use, and recycle whenever possible. Please try to pack your child's lunch in re-usable containers.

### **Birthdays**

1. If you wish to bring a special treat for your child's birthday, we ask that you first discuss this with their teacher. Please provide snacks such as muffins, 100% fruit juice bars, fruit trays, finger sandwiches, or cheese trays rather than cakes, cookies, or cupcakes. Please try to keep treats as nutritious as possible; ask your teacher for more suggestions.
2. Party invitations are not to be distributed in class unless the whole class is invited. Individual invitations may be brought to the office for distribution. Invitations may also be brought to the office to be distributed in the Friday communication folders.

### **Parent Volunteer Policy**

Thirty hours of service per family are required each year. Donations at a rate of \$10 = 1 hour of volunteer time will also be allowed (excluding tax credit donations, purchasing of event tickets and purchasing of raffle tickets). All volunteer hours must be recorded on the Visitor/Volunteer log located in the school office. Parents must sign in and wear a visitor badge when volunteering on campus.

When children enter Montessori Academy, teachers and parents must become partners in facilitating children's learning. One of the most important things we can do for children is to allow them to see parents and teachers working together. This helps children realize that there is a bond between home, community and school. Parents and other caregivers who work in the school come to understand their child's education better.

School Volunteers serve under the direction of school staff to meet the needs of students. There are many opportunities for you to become involved at Montessori Academy. Contact the Parent Volunteer Coordinator or your child's classroom teacher for specific opportunities.

Some children are not ready to have their parents in the classroom with them. In the classroom, parents have a different role; they are assisting the teacher. However, some children are unable to accept their parents in any role other than parent. In these cases, it is better for the parent to volunteer in another area of the school.

In order to promote a quality education, the Montessori Academy Board has developed this Volunteer Policy. These are the expectations we have for all adults who work with Academy students. Please read this packet and complete the application. Before you

volunteer you must submit the application to the office for review by the Executive Committee. Applications are included in enrollment packets and are available at the front desk.

### Confidentiality

Confidentiality is of the utmost importance in your association with teachers and students.

What you see and hear at the school is private. You are in a unique position when you volunteer in the classroom to have information that is not to be shared. Students you observe in the classroom or the school cannot be discussed with other parents, faculty or staff. As a volunteer, you may not discuss a child even with that child's parents. You must always refer any question regarding students at Montessori Academy to the child's teacher or the Principal.

### Fingerprint Clearance

All of Montessori Academy's staff, Board members, and some Parent Volunteers have fingerprint clearance cards. Only those with a valid fingerprint clearance card can work unsupervised with our students. Volunteers that do not have a fingerprint clearance card must be under the supervision of someone who does. If you have a fingerprint clearance card, please make sure the front office has a copy on file.

Volunteer activities that may be unsupervised, such as driving alone, chaperoning for school trips, etc., require a fingerprint clearance card. The school will provide volunteers with: the opportunity to be fingerprinted, the paperwork, and the submittal of the paperwork. The approximate cost, paid by the volunteer, is \$50. (Payment arrangements can be made) Please plan ahead as it takes approximately 10 weeks to process fingerprints. See the Operations Manager if you are interested.

### Volunteers During School Hours

When you are volunteering at Montessori Academy you are demonstrating your support for education. Please understand that in academic settings it is important to be able to give your full attention to the task at hand. For this reason, do not bring any children with you when you are volunteering during school hours.

Drivers or chaperones on fieldtrips must have a current driver's license and liability insurance. A copy of these must be on file in the office. Drivers must follow all laws and may not make additional stops. Nor can volunteers buy students items such as, soda, candy, or fast food. Volunteers may not bring other children with them.

If you are on a fieldtrip we assume you are either driving or chaperoning. We are expecting your full attention for the children you are supervising on the field trip.

Exceptions: At times, teachers invite other family members for special functions. Some of these functions might be the Camping Trips, Thanksgiving Feasts, or other family oriented celebrations. At this time, siblings or other family members may be invited.

### Volunteers Outside School Hours

Parents who volunteer outside school hours may at times find it necessary to bring siblings to school. At these times, those children must be under the parent's direct supervision. The parent is responsible for the children's safety and must keep the children with them at all times.

### Dress

Please adhere to the Montessori Academy faculty dress code. Please see the front desk if you have questions.

### Language/Behavior

Remember we are all -teachers, staff and volunteers- role models for the children around us. "Eyes" are watching, listening and learning appropriate behavior from our actions.

Cussing, inappropriate language or discussions are not allowed on campus or on fieldtrips. Speech which violates commonly accepted standards of the school has no redeeming social value.

### Classroom Disruptions

Please conduct all private conversations outside of the classroom. Teachers need the attention of the students to direct the instruction. Extraneous conversations distract from the task at hand.

### Cell Phones

Cell phones are to be turned off in the classrooms. If you need to be reached, please let the office know you are expecting a call and the office manager will find you.

### No Smoking

Schools are tobacco free zones. This means you may not even bring tobacco products on campus in your purse or pockets. You may not smoke on fieldtrips even in your own car.

Smoking and possession of tobacco products are prohibited in all school buildings, on all school property, on school grounds, inside school buildings, in school parking lots, in school buses or vehicles, or at off-campus school sponsored events. "Tobacco products" include cigarettes, cigarette papers, cigars, smoking tobacco, and non-smoking tobacco.

## Discipline

Volunteers are not to discipline students. Discipline is solely the responsibility of the teacher. The teacher is the professional whose responsibility it is to plan the course of study and see that it is implemented. The volunteer always works under the direction of the teacher to HELP, not replace, the teacher.

On fieldtrips when you are the adult supervising a group of children and the teacher is unavailable, volunteers may appropriately address safety or behavior issues. It is the responsibility of the volunteer to inform the teacher as soon as possible about these issues. However, any consequences for behavior are the responsibility of the teacher, not the volunteer.

## Students treat volunteers with respect

Adults are respectful to children and children are always expected to be respectful in return. If on any occasion you are treated disrespectfully, tell the teacher or the principal as soon as possible. Most of our children are still learning appropriate behavior and this is an opportunity to re-teach respect. Children should call you Mr., Ms. or Mrs., they should not address you by your first name alone.

## Parent/Teacher Conferences

Parent/Teacher conferences are held twice a year. If you have a concern or question at any other time, please do not hesitate to contact your child's teacher.

## Special Needs

**Montessori Academy adheres to Arizona Department of Education approved Special Education Policy and Procedures which are on file at the school.** An overview is provided:

1. If a teacher is concerned about a child's progress, he/she will discuss their concerns with the child's parents.
  - a. Teachers complete a 45-day screening on all Kindergarten students and students new to Montessori Academy. Concerns are reported to the parents.
  - b. All Kindergarten students are screened for articulation and language issues. Concerns are reported to the parents.
2. If a parent has a concern, he/she should discuss it first with the teacher.
3. A team will convene, composed of the child's teacher, the Executive Director, and a special education or development specialist and the parents. The team will determine the next course of action.

Parent's permission is required for all evaluations. After the test results are available, an official meeting notice will be sent home with the child's parents and a meeting will be scheduled to discuss the results with the team. The education specialist who administered the test(s), along with the child's teacher, the special education or development specialist, the Executive Director and the parents will then meet.

If it is determined by the team that the child qualifies for Special Education services under the definition and guidelines of the State of Arizona, an Individual Education Plan (IEP) will be written for the student, setting out specific goals, activities and timelines.

Progress toward the IEP goals will be reported twice a year at the parent conferences. The IEP will be reviewed annually or at the request of an IEP team member. Parents will again be notified and invited to participate in the review.

Montessori Academy complies with Child Find Laws.

### **Student Records & Personal Information**

1. The Family Educational Rights and Privacy Act (updated Dec. 9, 2008) provides for parents' right to inspect, review, and seek corrections of a child's educational records.
2. Student records may be released to authorized school personnel or another school which the student wishes to attend. Student records will be released to others ONLY with a signed, written, and dated request form from the person legally responsible for the student.
3. Directory information will be gathered and issued for each student. This information will include the name, parents' names, address, and phone number of each student. If for some reason a family does not want this information published, please submit a request in writing to the office. *The release of directory information to any agency with a profit motive is prohibited unless specific approval of the Governing Board is granted.*

### **Transportation**

1. The student's parent or legal guardian assumes full responsibility for the manner, safety, and protection of the student in traveling to and from school.
2. Reimbursement provisions for Charter students who qualify economically and Charter Special Education students who qualify because of their disability will be made by consultation with the Executive Director.

### **Tobacco Policy**

1. Montessori Academy is a NO SMOKING facility.
2. By state law, no person is allowed to possess any form of tobacco on school grounds, or in any vehicle transporting children.
3. Montessori Academy does not allow any clothing or other materials that promote the use of tobacco.

### **Environmental Policies**

Montessori Academy is in compliance with AHERA and the EPA. Our complete Asbestos Management Plan can be found at the front office.

Montessori Academy follows an Integrated Pest Management Policy, IPM. We set tolerance levels for specific pests, implement preventative measures, monitor pest problems, and use non-toxic methods of deterring pest activity. The full policy can be found in the front office.

### **Visitor Regulations**

All visitors must check in at the office and obtain a visitor's badge. Visitors must be escorted to specified location.

### **Toys**

There are no toys permitted at school during regular school hours. Toys brought to class will be removed from the classroom for after school play or sent home. Toys must be placed in the toy bin in the front office. Violent toys are not permitted. Toys may not be electronic or battery operated. The faculty reserves the right to remove any toy that is inappropriate, being misused, or causing a problem with the class. The school is not responsible for lost or broken toys.

## **Student Behavior and Discipline** **Montessori Academy Conduct Expectations**

General Conduct (at school, on the bus, and in general at all school functions)

At all times students are expected and encouraged to be safe, be responsible, and be respectful towards all members of the school community and visitors to the campus. Students have the responsibility to practice good citizenship by demonstrating through their actions an understanding of the characteristics of a responsible and respectful member of the school community. This includes following all school rules and regulations. The school's discipline policy is at all times intended to cultivate a positive atmosphere in which quality education and productive learning can take place.

Good behavior makes our school a safe and pleasant place for everyone and an environment conducive to learning. Whether in class, on a playground, at lunch, or on the way to and from school, ALL students are expected to:

- Be courteous and respectful to others
- Conduct themselves in a reasonable and cooperative manner
- Recognize the authority of the teacher, administrators, assistants and other school staff members
- Use proper language
- Exhibit self-control in settling differences of opinion
- Be punctual
- Have good attendance
- Complete schoolwork on time and to the best of their ability
- Follow all school rules
- Not act in an aggressive manner, including no tackling or aggressive games on the playground
- Use playground equipment appropriately and follow playground rules. This includes the following: no climbing up the slides; no running on the sidewalk or sand areas; no pulling on the tether balls; no jumping off the swings when they are in motion; no standing in the sand area while others are swinging on

the swings; no kicking while hanging from the climbing apparatus; no flips or high jumps from the climbing bars; and no pushing or shoving of others on any piece of equipment

- Not throw any objects that can injure another
- Not run on campus grounds or in the buildings
- Not bring toys or play items to school
- Not bring electronic equipment of any type to school
- Not cheat
- Not use or have in their possession drugs, alcohol, or tobacco products
- Keep hands, feet, and objects to themselves
- All students are to respect other people's personal space and property

Any behavior that endangers the health or safety of others is prohibited. The Virtues Curriculum is utilized to encourage and support student understanding of responsible behavior, good choices, and poor choices, and reflect and accept the consequences of their actions. All students, in the beginning of the school year, will sign the Honor Code. Honor Council will conduct peer mediation as needed.

### **Mandatory School Uniforms and Dress Code – All Students (Toddler-Middle School)**

It has always been our policy that students should be dressed appropriately for school activities, clothes must be clean and in good repair. Clothing, accessories, and hairstyles, must not distract the student or other students from their work.

Our concern is neither to dictate fashion nor limit individual freedom of expression; our goal is to establish a school climate that focuses on academic pursuits. With this in mind, we have established the following Mandatory School Uniform Policy.

Effective August 2008, school uniforms must be worn school days, Monday through Thursday and on all field trips, unless specifically designated as a non-uniform event. On Fridays and designated School Spirit days, uniforms will not be mandatory, but dress code must be followed.

All students in grades Toddler through Middle School are required to arrive at school well groomed and neatly dressed, Monday through Friday in a Mandatory School Uniform, with the exception that on Friday students may wear jeans, jean skirts or other denim bottoms. It is the student's responsibility to dress according to the approved and reasonable regulations of Montessori Academy. New students will have ten school days to be in uniform; dress code will be applied at all times.

With the above in mind, specific guidelines have been developed for students in grades toddler through eight. Please refer to the current school year guidelines.

Use of the school's logo on clothing items must be approved by the Executive Director.

### **Right to an Exemption:**

A student may submit an Exemption from the School Uniform Policy Form in the following situations:

1. The Policy shall not preclude a student who participates in a nationally recognized youth organization (i.e. Boys Scouts, Girl Scouts, etc.) from wearing their organization uniform to school on days when the organization has a scheduled meeting.
2. Accommodation will be made when it is demonstrated that the uniform, or components of the uniform, would interfere with a student's sincerely held religious beliefs. It will be determined on a case by case basis.

### **Enforcement of the School Uniform Policy:**

Enforcement of the dress code starts with each parent and student exercising responsibility and good judgment. Montessori Academy is a school of choice, thus parents choosing to send their children to Montessori Academy have agreed to abide by the school's policies by enrolling their child(ren).

All professional staff members have the obligation of reporting school uniform violations to the Principal. Each violation shall be documented.

The following is the procedure for students in noncompliance with the mandatory school uniform policy and dress code violations:

1. The consequences for a first non-compliance with the school uniform policy will be an awareness report. The student will be given a suitable replacement article of clothing to wear for the day.
2. The consequences for a second non-compliance with the school uniform policy will result in an awareness report and the parent will be called. The student will be given a suitable replacement article of clothing to wear for the day.
3. The consequences for a third non-compliance with the school uniform policy will result in an incident report and the parent will be called to come and drop off appropriate clothing or to pick up the student so that he/she can go home to change into appropriate clothing. The student may be placed in in-school suspension until his/her parent arrives.
4. Students who repeatedly violate the school uniform policy (more than 3 non-compliances a semester) will be placed on the discipline steps per the school's discipline policy.

Parents will have the opportunity to donate to the school and/or exchange with other parents clean, used school uniform items on the last day of each school year or when a

special day is designated. Educational Outfitters will also notify the school of discount purchasing times.

**Montessori Academy School Uniforms**  
**2009-2010**

Tops for all students must be collared, solid, white, light blue, or navy – with or without the school’s logo. Official Montessori Academy t-shirts, approved by the Executive Director, may also be worn. Solid un-collared shirts may be worn under the uniform shirts. Items such as sweatshirts and sweaters may be worn in solid white, navy, light blue, or black, with or without the school’s logo. Pants, shorts, skirts, skorts, and jumpers may be worn in navy, khaki, black, or the official plaid. No jeans. Skirts, skorts, and shorts must not be shorter than 4” above the knee. Dress code always applies.

Official uniform skirt, skort, dress, and jumper styles can be viewed and purchased at Educational Outfitters –Southwest corner of Hayden and Thomas. The official plaid is only available from Educational Outfitters. Other uniform items do not have to be purchased at Educational Outfitters. Shirts do not have to have the school’s logo. However, Educational Outfitters will put the logo on shirts that you have purchased elsewhere for a fee.

**Girls:**

*All Levels*

**Tops:** collared, solid, white, light blue, or navy. Official Montessori Academy t-shirts, in white, grey, or navy, may also be worn.

**Bottoms:** Jumper, skirt or skort in approved plaid or solid navy, black, or khaki. Solid pants and shorts must be navy, black, or khaki. Navy dress may also be worn. Tights and leggings may be worn in approved colors. No jeans.

**Boys:**

*All Levels*

**Tops:** collared, solid, white, light blue, or navy. Official Montessori Academy t-shirts, in white, grey, or navy, may also be worn.

**Bottoms:** Solid pants and shorts must be navy, black, or khaki. No jeans.

**Fridays and Spirit Days:**

The students may wear school spirit clothing on designated days. Jeans, jean skirts, or other denim bottoms may be worn on Fridays. Dress code per the Parent/Student Handbook must always be followed.

**Toddlers and Early Education**

All students must follow the dress code and mandatory uniform policy. Young children should come to school in clothing that is easy for them to manage independently. We do not recommend belts, suspenders, or overalls. For more

peaceful play, we ask that you do not send your child to school in clothing that encourages aggressive behavior.

Children are required to have a change of clothes in their classroom at all times. Please label and bring the clothes in a large zip lock-type bag. It is your responsibility to make sure that clothes are replaced as needed. If your child has a bathroom accident or gets wet outside and has no extra clothing, the parent will be called to come pick up the child, or to bring some clothes.

### **Elementary and Middle School**

A student's appearance may not interfere with the educational process, nor pose a health or safety hazard. If necessary, the parents will be notified and the student may be sent home. The school reserves the right to prohibit clothing or accessories as follows:

- Obscene statements and pictures
- Statements advocating immoral or illegal behavior (e.g. advertisements for alcohol, tobacco or illegal drugs)
- Statements of disrespect or other messages that staff believe to be disruptive or inappropriate
- Bare feet (appropriate footwear must be worn for any type of physical education or activity)
- Bandanas, hair nets, accessories or clothing and clothing styles that present a health or safety problem or are representative of a gang or gang membership
- Clothing which is revealing, such as tube tops, tops with spaghetti straps, short shorts, off the shoulder shirts, short or slit skirts, clothing that exposes the midriff, "skin tight" clothing and visible undergarments, clothes with holes that are revealing, etc., is prohibited. Caps and hats shall not be worn inside any facility.
- Jewelry shall not be worn if it presents a safety hazard or creates a distraction that impacts the learning environment for the student or others.
- Clothing that is excessively baggy and can interfere with a student safely moving will be prohibited.

### **Discipline Policies**

Discipline rules and guidelines for dealing with violations of the rules have been established at the school level. A level 1 violation is a violation that can usually be addressed in the classroom. If these behaviors continue, the matter moves to a level 2 concern. Parents will be informed that their child was disciplined for level 2 violations. A level 3 violation is a more serious violation, which will be referred to the Education Director immediately. Parents will be informed and will receive written documentation if a child is disciplined for a level 3 violation.

**Examples of Level 1 violations include, but are not limited to the following types of concerns:**

- Not completing required assignments
- Excessive talking in class
- Improper manners in the classroom

- Littering
- Not following teacher directions
- Teasing
- Pushing/Shoving
- Biting
- Play fighting
- Misusing playground equipment
- Minor inappropriate language (non-profanity)
- Minor dress code violation
- Uniform policy violation
- Dishonesty
- Excessive tardiness/absences

**Possible consequences for level 1 violation may be, but are not limited to:**

- Verbal warning/Redirection/Re-teaching appropriate behavior
- Community service
- Denial of privileges/Detention
- Awareness Report
- Parents may be called
- Behavior Plan may be developed
- In-School Suspension

**Examples of Level 2 violations include, but are not limited to, the following types of concerns:**

- Repeated Level 1 infractions
- Unexcused tardiness/absences
- Repeated Disrespect
- Classroom and playground disturbances
- Possession and /or use of any object or hazardous material that may be harmful or threatening
- Throwing objects
- Taunting/Bullying
- Repeated dress code violations
- Repeated uniform violations
- Repeated biting
- Repeated in-school suspension

**Possible consequences for Level 2 violations may be, but are not limited to:**

- Incident report
- Parents will be called
- Child may be removed to the Education Director's office and need to be picked up
- Parent may be asked to stay with the child in class
- Behavior Plan may be developed
- In-or-Out of School Suspension

**Examples of Level 3 violations include but are not limited to, the following types of concerns:**

- Unresolved Behavior/Repeated Incident Reports
- Abuse of Staff
- Assault
- Dangerous/inappropriate behavior
- Continued Excessive absences or tardiness
- Disruptive behavior
- Fighting
- Gang Activity
- Habitual classroom /playground disturbances
- Inappropriate touching
- Profanity/ verbal abuse
- Defiance
- Sexual/Racial/Religious/Ethnic/Disability harassment
- Stealing
- Smoking/drug/alcohol violations
- Threats
- Repeated classroom suspensions
- Possession of any and all weapons or dangerous objects
- Unauthorized entering or leaving the campus
- Vandalism/Arson
- Misuse of Technology

**Possible consequences for Level 3 violations will/ may include:**

- Suspension
- Expulsion
- Call to local authorities, if necessary

**Suspension and Expulsions become part of a child's permanent record.**

**Definition of Consequences**

**Verbal Warning:** A warning that is given to remind a student of the rules and the desired response.

**Denial of Privileges:** Privileges must be earned. They will be withdrawn for improper behavior. The length of such denial is dependent on the nature of the infraction and the frequency of the violation

**Lunch/Recess Detention:** Lunch/Recess detention will be arranged as needed. Student will report to his teacher for instructions.

**Awareness Report:** A report that is sent home to inform parents of a problem that exists. The parent must sign and return the form. Parents are encouraged to contact the teacher to help resolve such problems. The student will also complete a reflection form if the incident involves inappropriate behavior.

**Incident Report:** An incident report is sent home when a problem has not been resolved through other lesser means or if the violation is a Level 2 or higher. Parents are encouraged to contact the teacher to help resolve such problems. A Behavior Plan may be created.

**In-School Suspension:** Students assigned to in-school suspension will spend their school day in a designated study area. Parents will be notified if such an assignment is warranted. The students will complete assignments made by the regular classroom teacher. The student may not participate in any extra-curricular activity during this suspension.

**Out-of-School Suspension:** This form of suspension will result in a temporary exclusion from classes and school. Parents will be notified if such an assignment is warranted for a serious violation. Students assigned to out-of school suspension must complete all work assigned by the teachers and must return the completed work to the teacher on the day they return. Students who are suspended are not to be on school property for the duration of the suspension.

**Expulsion:** Expulsion is permanent exclusion from school. Only the MA Board has the authority to expel students.

### **Behavior Plans**

Where appropriate and deemed necessary a Behavior Plan may be developed to outline behavioral expectations and steps for improvement. Consequences of breaking a Behavior Plan will be agreed upon and signed by student, parent and teacher.

### **Hazardous Materials**

Any substance or item that is potentially hazardous, harmful, or disruptive is prohibited.

**Consequences:** if a student has such materials on campus, the school will confiscate the materials, notify the parents, and arrange for disciplinary action.

### **Investigations and Searches**

The school has legal custody of students during the school day and during approved extracurricular activities. It is the administrator's responsibility to act on the behalf of the parent/guardian during lawful investigations of a student, if the parent is not available or cannot be contacted.

The school may search and seize property if there is reason to believe the material or situation poses a danger to student health, safety or is illegal. This includes searching student property.

### **Policies Relating to Serious Violations**

Offenses that violate state laws, such as weapons, bomb violations, alcohol offenses, arson, drug offenses, vandalism, theft, threat to do harm, etc., may result

in police involvement in addition to school disciplinary action. School discipline for such serious violations will be in accord with school policy as described in the Discipline Guidelines. The school reserves the right to require drug testing if deemed necessary.

### **Biting Policy**

In order to provide a safe and healthy environment for your child, the school has a biting policy in force. If the child becomes a chronic biter, and if it is determined that the child would be better served in a smaller group setting, you may be asked to remove your child from school until the problem is under control.

### **School Property/Personal Property**

Students are given responsibility for taking good care of their schoolbooks, equipment, and facilities. If a student loses or damages these items beyond normal wear, **the parent/ guardian will be held liable for repair or replacement.** If a student's misbehavior results in damage to school property and/ or other property, the parent is responsible for damages and disciplinary action may be taken against the student. Students are discouraged from bringing personal property to school. The school is not responsible for damage to, loss or theft of any personal items brought to school.

### **Student Due Process Rights**

In disciplinary cases, students have limited due process rights, as set forth below:

1. Students will be informed of accusations against them
2. Students will have an opportunity to accept or deny accusations
3. Students will have the factual basis for the accusations explained to them
4. Students will have an opportunity to present an alternative factual position if the accusation is denied.
5. Students will not be allowed to question other student witnesses or learn the identity of other student witnesses
6. The student may be represented by his/ her parents or by legal counsel, at the parent's expense. A student has the right of appeal, but the standard of review on the appeal shall be an abuse of discretion this means the student will have to show that the decision being appealed was a result of abuses of discretion by the MA Board.

If the alleged violation warrants a possible consequence of suspension or expulsion, the administrator shall give the student an informal hearing. If suspension or expulsion is imposed, a record of the proceedings will be kept in the school files.

**Montessori Academy (Charter)/MA Management (Private)**  
**2009-2010 Enrollment Fees**

**Toddler Education (18 months – 2 year olds)**

Half Day  
8:30am- 11:30am                      \$575 per Month

Academic Day  
8:30am- 3:00pm                      \$700 per Month

All Day  
7:00am- 5:30pm                      \$750 per Month

**Early Education (3 & 4 year olds)**

Half Day  
8:30am- 11:30am                      \$525 per Month

Academic Day  
8:30am- 3:00pm                      \$625 per Month

All Day  
7:00am- 5:30pm                      \$700 per Month

**Kindergarten**

8:30am- 11:30am                      No Charge---Charter\*  
8:30am- 3:00pm                      \$375 per Month  
7:00am- 5:30pm                      \$525 per Month

**Elementary**

8:30am- 3:00pm                      No Charge---Charter\*  
7:00am- 5:30pm                      \$375 per Month

**Middle School**

8:30am- 3:30pm                      No Charge---Charter\*  
7:00am- 5:30pm                      \$375 per Month

**Registration Fees for Non-Charter Programs:    \$100/year**

## No Refunds

### **Extracurricular Activity Fees (ECA)** *\*Required for all charter programs*

Toddler Education	\$50 per Year
Early Education	\$100 per Year
Half Day Kindergarten*	\$250 per Year
Full Day Kindergarten*	\$500 per Year
Elementary/Middle School*	\$550 per Year
<i>Siblings 20% discount on ECA Fees</i>	
Paperwork Fee*	\$25 per Year per Family

Dear Student and Parents,

It is very important to read and understand the Parent/Student Handbook and in particular, the Behavior Expectations and Discipline Policy. Revisions are made annually and we encourage you to read carefully.

Please sign the Parent/Student Agreement below and return this form to the school office. This form will be filed in your child's permanent school record.

**Parent/Student Agreement**  
(Please Print)

Student's Name \_\_\_\_\_

I have received and reviewed a copy of the 2008-2009 Parent/Student Handbook and agree to abide by the terms and conditions stated within.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_