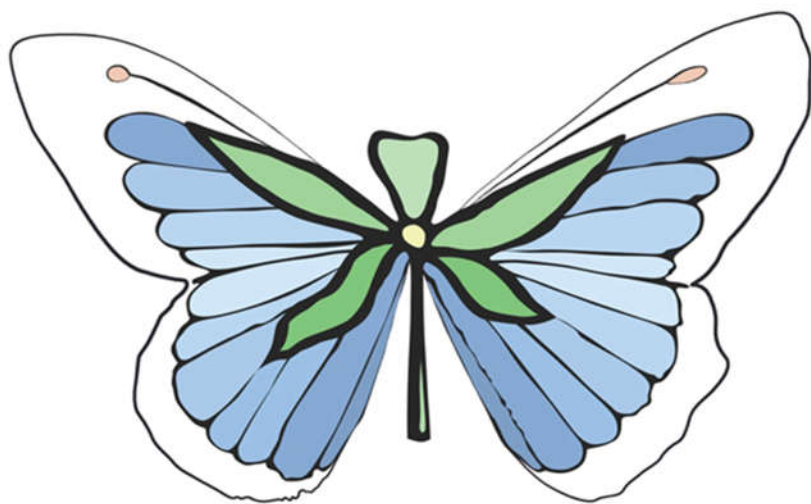


MONTESSORI EDUCATION CENTRE



is devoted to nurturing the whole child's **growth** and guiding the **transformation** of each student while modeling a love of learning.

Main Campus Address:

2834 East Southern Avenue Mesa, AZ 85204
(480) 926-8375

North Campus Address:

815 North Gilbert Road Mesa, AZ 85203
(480) 964-1381

Facility Hours of Operation: 7:30-5:30

Inspection reports from Department of Health available upon request.

Facility regulated by:

Department of Health Services
150 N. 18th Ave., Suite 400 Phoenix, AZ 85007-3244
(602) 364-2536

Arizona Department of Education Website:
www.ade.az.gov

Teacher credentials, fingerprint clearance cards, and resumes can be viewed in the office of each campus.

Montessori Education Centre-Charter School and Montessori Children's Centre-Private School reserves the right to amend this Handbook as needed and will provide notice of such to parents. By acknowledging your receipt and review of the Handbook you are also agreeing to abide by any terms and conditions stated in these amendments.

Director's Message

Welcome to Montessori Centre. We, as a staff, are delighted to have the privilege of working with you and your child(ren). This handbook will help you become acquainted with our school and will help you and your child have an enjoyable school year. Additionally, individual teachers will organize their classrooms to meet their instructional goals and will provide you with information at our "Open House" before school begins. We invite you to raise any questions regarding this handbook with your child's teacher or contact our campus office to set up a meeting with an administrator.

This publication is designed to answer the questions parents ask most frequently. It does not include all of the policies and procedures of Montessori Centre. For additional information on a particular topic, please speak to the school administrators. This Handbook supersedes all previous publications.

Montessori Centre consists of two entities: Montessori Education Centre and Montessori Children's Centre. Montessori Education Centre is a Charter School that serves children from Kindergarten to Sixth Grade. We began our journey as a charter school in 1996. Montessori Children's Centre is the private, tuition-based school, and serves children 18 months to 4 years old. Teachers employed by the school have been trained through a MACTE (Montessori Accreditation Council for Teacher Education) approved Montessori Training Center.

We encourage you to learn about what is going on at our school and to be involved. We invite you to come and observe your child in the classroom (after the first 6 weeks of school) and participate in our parent meetings, programs, and other school events. We know that you, as the parent, can assist us by helping your child to learn and grow in the Montessori environment.

Sincerely,

Tammy Whiting
Charter Holder/ Director, Main Campus
twhiting@montessorictr.org

Rachel Lichtenberger
Director, North Campus
rlichtenberger@montessorictr.org

Code of Ethics of the American Montessori Society

PRINCIPLE I - Commitment to the Student

In fulfillment of the obligation to the children, the educator:

1. Shall encourage independent action in the pursuit of learning
2. Shall protect the opportunity to provide for participation in educational programs without regard to race, sex, color, creed, or national origin
3. Shall protect the health and safety of students
4. Shall honor professional commitments, maintain obligations, and contracts while never soliciting nor involving students or their parents in schemes for commercial gain
5. Shall keep in confidence information that has been secured in the course of professional service, unless disclosure serves professional purposes or is required by law

PRINCIPLE II - Commitment to the Public

The Montessori educator shares in the responsibility for the development of policy relating to the extension of educational opportunity for all and for interpreting educational programs and policies to the public.

In fulfilling these goals, the educator:

1. Shall support his professional society and not misrepresent its policies in public discussion. Whenever speaking or writing about policies, the educator should take the precaution to distinguish his private views from the official position of the Society
2. Shall not interfere with nor exploit the rights and responsibilities of colleagues within the teaching profession

PRINCIPLE III - Commitment to the Profession

The Montessori educator makes efforts to raise professional standards and conditions to attract persons worthy of trust to careers in Montessori education.

In fulfilling these goals, the educator:

1. Shall extend just and equitable treatment to all members of the Montessori education profession
2. Shall represent his own professional qualification with clarity and true intent
3. Shall apply for, accept, offer, recommend, and assign professional positions and responsibilities on the basis of professional preparation and legal qualifications

4. Shall use honest and effective methods of administering his duties, use of time and conducting business
As American Montessori Society members, we pledge to conduct ourselves professionally and personally, in ways that will reflect our respect for each other and for the children we serve. We will do whatever is within our talents and capacity to protect the right of each child to have the freedom and opportunity to develop his full potential. AMS requires that all member schools and teacher education programs agree to comply with the AMS Code of Ethics. AMS relies solely on self-compliance of this Code.

Adopted by the AMS Board of Directors October 1969. Expanded June 1975. Updated 2008

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The Montessori Philosophy

Maria Montessori's philosophy of education is based on "the personality, a harmonious growth of all potentialities of the child, mental and physical, according to the laws of its being..."(Montessori, 1964).

Montessori states that children have natural tendencies toward learning, that stages of learning exist for which there should be corresponding educational environments and trained teachers who "prepare the environment." The child learns independently using the components of the environment; the teacher coaches and observes the child who chooses his/her activities. The teacher is the link between the child and the environment.

The learning environment cultivates individualization, freedom of choice, concentration, independence, problem solving abilities, social interaction, interdisciplinary breadth, and competency in basic skills.

Parent Education and Parent Involvement

The parent of a Montessori student will have an opportunity to be involved in the Montessori program. Parents may learn about the program by...

1. Taking a tour to view the facility and receive an explanation of the program;
2. Attending meetings where the unique aspects of a particular classroom as well as the specifics of Montessori curriculum are presented;
3. Attending class level Open Houses where the children, as the host/hostess to their parents and siblings, present their favorite activities;
4. Observing the class and discussing their observations with the Montessori professional; and
5. Receiving a regularly published newsletter, which includes a calendar of events, information on developments at the school, and a list of needs and requests for help.

The Montessori Toddler Environment (Ages 18 months to 3 years)

The Toddler room is a very unique environment that offers the children a concrete schedule, environment and curriculum. The curriculum includes lessons in practical life such as care of self, care of the environment, and grace and courtesy (manners). Manipulatives such as puzzles are used to help develop concentration and eye/hand coordination. Language is developed by introducing the names of concrete items found in the child's environment. Children are offered the opportunity of helping with food preparation and creating various artworks as a means to develop language and fine motor skills.

The Montessori Preschool Environment (Ages 3-6+)

The Montessori classroom is a "living room" for children. Children choose their materials from open shelves with self-correcting materials and work in distinct work areas. Over a period of time the children develop into a "normalized community" working with high concentration and few interruptions. The program includes the following components:

1. The **practical life** curriculum enhances the development of task organization and cognitive order through care of self, care of the environment, exercises of grace and courtesy and refinement of physical movement.
2. The **sensorial** curriculum enables the child to order, classify and describe sensory impressions in relation, length, temperature, mass, color, etc.
3. The Montessori **mathematics** curriculum, through the manipulative materials, allows the child to internalize the concepts of number, symbol, sequence, operations and memorization of basic facts.
4. The **language arts** curriculum includes oral language development, written expression, reading, the study of grammar, creative and children's literature. Basic skills in writing and reading are developed through the use of

sandpaper letters, alphabet cut-outs, and various presentations allowing children to effortlessly link sounds to letter symbols and express their thoughts through writing.

5. The **cultural** curriculum exposes the child to basics in geography, history, and life sciences. Music, art and movement education are part of the integrated cultural curriculum. The prepared environment unifies the psychosocial, physical, and academic functioning of the child.

The Montessori Elementary Prepared Environment (Ages 6-9/9-12)

The elementary program offers a continuum, which builds on the (3 to 6+) preschool experience. The environment reflects a new stage of development and offers the following:

1. An integration of the arts, sciences, geography, history and language evokes the native imagination and abstraction of the elementary child.
2. The presentation of knowledge as part of a large-scale narrative unfolds the origins of the earth, of life, of human communities (agricultural and urban), of empires, and of modern history always in the context of the wholeness of life.
3. The presentation of formal scientific language

of zoology, botany, anthropology, geography, geology, etc. exposes the child to accurate, organized information which respects the child's intelligence and interests.

4. The use of timelines, picture charts, and other visual aids provide a linguistic and visual overview of the first principles of each discipline.
5. The mathematics curriculum is presented with concrete materials, which simultaneously reveal the arithmetic, geometric and algebraic correlations.
6. Montessori-trained adults who are enlightened adults who integrate the teaching of all subjects, not as isolated disciplines, but as part of a whole intellectual tradition.
7. The emphasis on open-ended research and in-depth study uses primary and secondary sources (books) as well as other materials.
8. "Going out," or field trips, entail the ongoing use of community resources beyond the four walls of the classroom.

Admissions

Enrollment and Withdrawal

Enrollment includes completion of the Enrollment Packet. Enrollment documentation includes, previous school records, immunization records, documented proof of Arizona Residency, and a certified copy of the student's birth certificate or:

- Other reliable proof of the student's identity and age:
 - Baptismal certificate
 - Application for a social security number

- Original school registration records
- Affidavit explaining the inability to provide a copy of the birth certificate
- A letter from the authorized representative of an agency having custody of the student certifying that the student has been placed in the custody of the agency as prescribed by law

After these are provided the student is considered enrolled.

Montessori Education Centre Charter School (MEC) enrollment is offered on a space available basis. An Open Enrollment period is offered for all new charter students each year. Applications in excess of the available spaces for new students will be chosen through a lottery. Applications received after the Open Enrollment Period and after the lottery (if held) will be placed on a waiting list, according to the order received. Current MEC students and siblings and children of MEC employees and Board Members will receive priority placement. We reserve the right to assign open class spaces in a manner that maintains an age and gender classroom balance.

Teacher requests by parents are not available. All of our teachers are capable of teaching children from all different backgrounds.

Montessori Children's Centre (MCC) enrollment will be available when classroom spaces allow. Returning students and their siblings will receive priority placement. Montessori Children's Centre students are enrolled on a conditional basis. Parents or guardians may be asked to withdraw the student if MCC determines, at its sole discretion, that the program is not meeting the student's needs.

Any student presently enrolled in MCC or MEC will need to re-enroll each year they wish to attend our school. We do not automatically re-enroll our students.

Equal Opportunity

Federal law protects students from discrimination in any educational program or activity on the basis of ethnicity, national origin, gender, income level, disabling condition, and proficiency in the English language or athletic ability. Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 provide protections against discrimination on the basis of handicap/disability.

School Age

The cut-off date for Kindergarten is 5 years old by December 31st.

Summer Sessions

Summer school sessions are available at our Main campus. Information is available in the office and emailed each spring for the following summer.

Student Placement

Montessori Education Centre has set standards consistent with state guidelines for promotion from grade to grade. If the teacher assesses your child and feels that he/she will benefit by being retained in his/ her current grade, the parent will be involved in meetings with the teacher. However, state law A.R.S. §15-521 states: *Duties of Teachers - (3) Teachers make the decision to promote or retain a pupil in grade in a common school. If you choose not to accept the teacher's decision, you may request in writing that the Governing Board review the decision.*

Students identified as receiving Special Education services are exempt from this. Parents have the final say in whether their child is retained or not.

Withdrawal Procedures

We request advance notice to withdraw your child for any purpose from either the private or charter school programs. In MCC early enrollment (February-June) deposits are non-refundable unless notice is given 30 days before the start of school. No refunds will be given after June 30th. During the school year (August-May), thirty days written notice of withdrawal from MCC is required to receive a refund of your deposit. Failure to provide this thirty-day notice will result in forfeiture of your deposit. Refunds will be calculated on a daily basis from thirty days of receipt of the written notice or the actual date of withdrawal. TUITION IS NOT REFUNDABLE OR PRO-RATED FOR ABSENCE, ILLNESS, HOLIDAY, or VACATION. Full deposits and refunds are given to parents of students who are asked to leave after their account is paid in full prior to their last day of attendance.

To withdraw a Charter student, please notify the office of your student's withdrawal. If we receive a Request for Records from another school for your

student, we reserve the right to automatically withdraw your student from our school.

Classroom Size Availability

If there is not a space available for new students at a particular grade level, the student will be placed on a waiting list and their families notified as soon as an opening is available.

Before and After School Care

On both Campuses' the morning extended care hours are from 7:30 am to 8:15 am. A caregiver will sign each student into the 'before' school program. Billing will be based on hours of arrival/departure, excluding school hours, at \$6.00 per hour, (rounded up in 30 minute increments). Main Campus'

afternoon extended care hours are: Primary- from 3:00 pm to 5:30 and Lower/Upper Elementary– from 3:15 to 5:30 pm. North Campus' afternoon extended care hours are: Primary- from 2:55-5:30, Lower Elementary– from 3:15-5:30, and Upper Elementary– from 3:25-5:30. A caregiver will sign each student into the afterschool program after the student has been released from their classroom. There is a 5 minute grace period after 5:30 on both campuses.

Once the time is 5:36 P.M., you will be charged a fee of \$1 per minute per child, retroactive to 5:30 P.M. The fees are due, in cash, when your child is picked up, payable to the employee who has monitored your child.

General School Policies

Attendance

Student attendance affects your child's ability to be successful in school. MEC offers a hands-on program. Students are required by state law (ARS 15-802 & 15-803) to be in attendance every school day. Students who miss more than 10% of the school year (18 days) can be considered for retention.

Students who are late to school disrupt the educational environment. Three "tardies" are considered to be an absence. State law requires that you authorize your child's absence from school and notify us of the absence on that day or upon your child's return to school. If your child is absent and we don't receive a call from you, we will contact you to confirm your child's absence. We must have one or more telephone number to contact you during the school day. If no contact has been made by one day after return, the absence shall be considered unexcused. Please let us know if your child will be out of school for an extended period. If your child has unexcused absences for 10 consecutive school days, she/he will be

automatically withdrawn from the school. When calling, please let our office staff know if your child has a communicable disease such as strep, pink eye, lice, pinworms, ringworm or whooping cough so that we can post a notice to all parents in your child's class and on the general parent posting board for the length of the infestation.

Also,

1. *If a student has **nine** absences by the end of the first semester a letter will be sent from the administration notifying you that your child has already received half the absences allowed in one semester.*

2. *A second letter will be sent after **fifteen** absences within the school year. This letter will state that a student may be considered "auditing" the class. This means that the student would not be promoted to the next grade level unless the student demonstrates to appropriate academic knowledge to the teacher.*

Procedures for Children Arriving Late or Leaving Early

Children arriving late must be signed in by an adult through the main office on the "Late Arrival" list. Children leaving early must also be

signed out by an adult through the main office on the “Early Departure” list.

Release Policy

When picking a child up early from school, the office staff will collect the child and bring him/her to the office. Photo Identification will be required from the adult, prior to releasing the child to the adult’s custody.

Both Parents’ Right to Pick Up

Under Arizona law, both parents have the right to pick up their child, unless a current court document on file with the school office dictates otherwise. In cases where custody/visitation affects the school, the school shall follow the most recent court order on file with the school.

Visitors

Parents are encouraged to visit your child’s school. For safety reasons, all visitors are required to sign in through the school office and provide photo identification. Director and teacher meetings are by appointment only. MEC Alumni and students from other schools **are not allowed** on campus during the school day without prior approval.

Emergency Information and Immunization Record Cards

The State of Arizona requires that we have a completed Emergency, Information and Immunization Record Card and updated demographic form for each student enrolled. This information will tell us how to contact you or another responsible adult if your child becomes ill, is injured or displays inappropriate behavior at school. On this form you must list all health problems, including allergies to food, medicine and insect stings. **Let us know immediately if your address, home phone, business phone or emergency phone numbers change during the school year.**

If we cannot reach you in an emergency, we will call paramedics who may decide an ambulance should be called. The cost of these services is the parent's responsibility. During school hours, we will not release a student to a non-custodial adult who is not listed on the Emergency, Information and Immunization Record Card unless authorized by the parent.

Publicity

Occasionally a student’s photograph/image is used for official school publicity. Publicity may include the school’s website, newsletter or local newspaper. Parents may request that their student’s photo not be included in this by checking the appropriate box on the Student Application.

Returned Check Policy

When a check is written payable to MEC or MCC, and in the event the check is unpaid and returned. The amount charged shall be the amount of the returned check plus a \$25 fee, as allowed by law. Payment is accepted via credit card, cash or money order after there has been a returned check.

Student Records

Access to educational records is governed by federal law (Family Educational Rights and Privacy Act). Divorced parents have equal rights relating to student records unless the school has been provided a court order to the contrary. If there is a custody concern, it is the responsibility of the parties involved to provide the most current legal documentation.

Access to Facility

The following individuals are allowed immediate, without restriction, delay or hesitation, access to our facility premises during hours of operation:

1. Parent or designated individual of enrolled child
2. Representative of Arizona Department of Health
3. Arizona Department of Child Safety
4. The local fire department or State Fire Marshal

Parent and Student Responsibilities

Parent Responsibilities

- We ask you, as parents of students enrolled at our school, to read through and understand the school's procedures, education methods, and philosophy.
- Parents are requested to see to it that their child(ren) arrive(s) on time to have the full benefit of the Montessori environment. Lessons given in the classroom form the basis of learning. When a child arrives late or fails to attend school consistently, they miss lessons that cannot be easily made up. Our program's success depends upon consistent attendance of all students. Group lessons are given during the first part of the school day and are not repeated. If children arrive late, they are missing out on valuable class time. If the child arrives after class time has begun please check with the front desk for assistance.
- Parents provide lunch and transportation to and from school.
- Parents are extremely important in the Student-Teacher-Parent relationship by providing support at home in all areas of their child's development.

Parents that are visiting, volunteering, or observing at our campuses may NOT discipline any students at any time. If a situation occurs and you feel that a disciplinary action is necessary, please find a staff member immediately.

Parent Code of Conduct

MEC is committed to maintaining an environment free from discrimination and harassment. In keeping with this policy, MEC strictly prohibits unlawful discrimination or harassment of any kind, including discrimination or harassment on the basis of ethnicity, national origin, gender, income level, disabling condition and proficiency in the English language, athletic ability, age (as defined by the Age Discrimination Act, as amended), or any other characteristics protected by law. We strictly prohibit all forms of unlawful harassment towards all

students, parents, families, staff and volunteers during any school sponsored function on or off campus. We prohibit unlawful harassment in any form, including verbal, physical or visual harassment. Each student, parent, family member, staff and volunteer has the right to be treated courteously and respectfully. Concerns or questions about another's actions should be directed to that person only. If conflict resolution is not achieved, the Director may need to become involved. Public arguing is not acceptable. If two or more adults disagree on a particular matter, a discussion should be carried on privately off campus. All participants in any school function deserve the same consideration and respect that we give our students, your children, whether the function is on or off campus. If there is a witness to an incident between any two parties in which behavior is inappropriate, both parties will be asked to leave the school function immediately. If either party does not comply, the police will be called to escort the party off the premises and further legal action will be taken to protect our students, families, and staff from any further incidents.

Visitor Cell Phone Use on Campus:

Cell phone use is restricted on our campuses. On Main Campus, cell phone use is restricted to the area outside in front of the main office or the back room on the north side of our office. On North Campus, cell phones can be used in the Ramada or outside, in front of the office. Thus, we ask that all visitors turn off and put away their cell phones during their visit to our campus -beginning with carline, also while in the office or anywhere on campus.

School Property

Please return any small objects to the school even if they seem insignificant to you. We have many sorting and counting exercises which utilize these pieces. Montessori materials are very expensive and missing one small item can jeopardize the integrity of an entire set.

Student Responsibilities

All students are responsible for the following:

1. Respect the rights of others to study and learn. Students come to school for an education. No one has the right to interfere with the education of others.
2. Attend school daily unless ill or legally excused. Students have a responsibility to take advantage of every opportunity to learn.
3. Be on time for all classes. Students who enter a classroom after a class has begun are interfering with the rights of others to learn.
4. Complete all in-class work and homework assignments and meet deadlines. The responsibility for learning cannot be transferred from the student to the teacher. There can be no effective education when students are free to decide whether they will do the assigned work. Additional work may be sent home to help the students continue practicing a certain lesson that they have received.
5. Come to class with necessary materials. Being prepared for class will help the teacher transition smoothly into classwork without delay. The teacher will let you know what materials are necessary for class.
6. Respect all public property. Carefully use and return all materials and equipment to the correct place. Schools are a community's gift to its young people. Responsible use of materials and equipment will preserve them for future students.
7. Obey school rules. Rules are designed to allow a school to meet its obligation to educate students. Students have a responsibility to obey these rules so each student has the proper environment in which to learn.
8. It is important to cooperate with school staff in disciplinary cases. Every community depends upon the willingness of citizens to play a part in upholding the rules by which everyone has agreed to live. To cooperate with school staff members is an obligation of a good citizen.
9. See that school documents and correspondence to parents reach home. Education requires a partnership between home and the school.
10. Comply with legal responsibilities. Students are to comply with policies and regulations, pursue the required course of study, and respond appropriately to the authority of the teachers and administrative staff.

Tuition and Payment Schedule

Children must turn five years of age before December 31, 2018 to be eligible for our Charter Kindergarten program. This is a half day program. We offer an extended day program (8:30 a.m. - 2:45 p.m.) for a monthly fee of \$200.00 (highly recommended). Tax Credit may be used for this fee.

Enrollment in the Toddler/Preschool Program: Parents or Guardians agree that Student shall be enrolled in the Toddler/Preschool Program for the school year 2018-2019, which begins on Monday, August 6, 2018 and ends on Friday, May 24, 2019.

Non-refundable Fees and Deposits Parent or Guardians agree to pay to MCC(private school) the following non-refundable fees and deposits:

- a. Registration Fee: For new and re-enrolling students, Parents or Guardians agree to pay a \$75 non-refundable annual registration fee. Payment of the Registration Fee is due at the time an Enrollment Contract is received by MCC and does not guarantee Enrollment at MCC.**
- b. Tuition Deposit: For new and re-enrolling students, Parents or Guardians agree to pay a Tuition Deposit in the amount of one regular Monthly Tuition Payment. You will be billed for The Tuition Deposit at the beginning of May.**
- c. Extended Lunch Program: You may choose to have your pre-school student stay through lunch at MCC. There will be an additional \$100.00 fee per month for this service.**

Tuition Payment Options: By initialing one of the options below, Parents or Guardians have chosen to pay the Annual Tuition according to the payment terms set forth as follows:

- Monthly Payments:** If Parents or Guardians choose the Monthly Payments Option, Parents or Guardians agree to permit MCC to automatically process the Monthly Tuition Rate, equal to the Annual Tuition divided by 8 (Sept.-Apr.), on the fifteenth day of each month using the method designated as follows:

<input type="checkbox"/> Cash	<input type="checkbox"/> Debit/Credit Card	<input type="checkbox"/> Check
<input type="checkbox"/> Toddler Half Day \$650.00 8:30 a.m. – 11:30 a.m.	<input type="checkbox"/> Preschool Half Day \$525.00 8:30 a.m. – 11:30 a.m.	
<input type="checkbox"/> Extended Lunch \$100.00 11:30 a.m. – 12:30 p.m.	<input type="checkbox"/> Extended Lunch \$100.00 11:30 a.m. – 12:30 p.m.	
<input type="checkbox"/> Toddler Full Day \$800.00 8:30 a.m. – 2:45 p.m.	<input type="checkbox"/> Preschool Full Day \$675.00 8:30 a.m. – 2:45 p.m.	

- One-Time Annual Payment:** If Parents or Guardians choose the One-Time Annual Payment Option, MCC will discount the Annual Tuition by 10% as follows:

<input type="checkbox"/> Toddler Half Day \$4680 + \$650 = \$5330	<input type="checkbox"/> Preschool Half Day \$3780 + \$525 = \$4305
<input type="checkbox"/> Toddler Full Day \$5760 + \$800 = \$6560	<input type="checkbox"/> Preschool Full Day \$4860 + \$675 = \$5535

Parents or Guardians agree that such payment shall be paid in full no later than July 23, 2018 and agree that payment will be made by:

- Debit/Credit Card Check Cash

- Semi-Annual Payment:** If Parents or Guardians choose the Semi-Annual Payment Option, MCC will discount the Semi-Annual Tuition by 5% as follows:

Toddler Half Day (Fall) \$2470 + \$650 = \$3120	Preschool Half Day (Fall) \$1995 + \$525 = \$2520
Toddler Half Day (Spring) \$2470.00	Preschool Half Day (Spring) \$1995.00
Toddler Full Day (Fall) \$3040 + \$800 = \$3840	Preschool Full Day (Fall) \$2565 + \$675 = \$3240
Toddler Full Day (Spring) \$3040.00	Preschool Full Day \$2565.00

Parents or Guardians agree that the first payment shall be paid in full no later than July 23, 2018 and the second payment shall be paid in full no later than January 15, 2019. Parents or Guardians also agree that payment will be made by:

- Debit/Credit Card Check Cash

d. Payment **Authorization Form** Parents or Guardians may complete a payment authorization form for credit card payments upon enrollment of Student in the MCC program.

Health

Health Policy

1. If your child is ill, please call the school. We are required to keep a log of illnesses that occur in our student population.
2. Immediately report all communicable diseases or suspected diseases to the office.
3. We will notify you if your child has been exposed to a communicable disease first by email, then by posting a notice on our parent board
4. Per Arizona State Department of Health, please keep your child home when he is coughing, sneezing, has a runny nose, a sore throat, fever, or an upset stomach.
5. **Maricopa County Department of Health states that students who have previously been vaccinated with the varicella (chicken pox) vaccine that have red spots that look like chickenpox are contagious and must stay at home until all spots have scabbed over.**
6. **If your child becomes ill while at school, we will contact you to pick up him/her.** You will need to pick up your child within one half hour of our phone call. **Your child must be fever free** (under 100 without medication), **without medication**, no longer vomiting, diarrhea free, and rash free (or not contagious) **for 24 hours before returning to school.**
7. All children that come to school will be considered fit to play outside – weather permitting. **If your child is not well enough to play outside, then he is not well enough to attend school.**

Medications Policy

When it is necessary for the student to take medication during school hours, parents will need to provide the following:

1. Whether a prescription drug or an over-the-counter drug, the medication must be received in its original container. The pharmaceutical label must be on the container of any prescription drug. We

cannot administer medication that is out of date.

2. The parent must complete and submit a Medication Request Form, which is available in the office.
3. For students on campus, medication will be kept in the office. The only exception is an inhaler, students may carry inhalers with them.
4. A designated office staff member administers any necessary medication, with exceptions made for such things as field trips or off-site activities. We cannot distribute any medication without a signed Medication Form. All medications are kept in a locked cabinet in the school office.

Sun Protection

To increase sun safety awareness we are encouraging the following sun protection measures:

1. Students should come to school wearing sunscreen. Sunscreen, with your child's name on it, may be left in the classroom with the teacher.
2. Hats are acceptable and are to be worn outside only.

Immunizations

Arizona law requires documentary proof of immunity against certain childhood diseases for students entering Arizona schools for the first time. With some exceptions, students subject to this requirement who lack documentary proof may enroll but not attend school until proof is provided. Exemption forms are available in the office for parents who choose to not immunize.

Universal Precautions

Because of increases in the general population of HIV and other communicable diseases, Montessori Centre has instituted universal precautions, recommended by the Centers for Disease Control.

To safeguard students and staff, employees are instructed to regard all bodily fluids as potentially infectious, to avoid direct contact if possible, to wear gloves if necessary, to wash hands thoroughly and to report injuries to the office. Students are instructed not to touch blood or body fluids and to seek adults for assistance.

Liability Insurance

Montessori Centre has general facility liability insurance as well as motor vehicle coverage through The Philadelphia Insurance Company in an amount equal to or surpassing the state minimum requirements. This insurance documentation is available for review in the facility office.

Arizona Dept. of Child Safety

Interviews by AZ Dept. of Child Safety workers investigating abuse or neglect may be conducted at

school. The parent of a student who is the subject of the investigation or a sibling of the subject need not be given notice of such interviews. School officials may be present at the interview only if necessary to the investigation.

Physical Education

All students are expected to participate in physical education activities. If your child is to be excused from PE, a note from home or Doctor is required. Athletic shoes are required to be worn on the student's assigned PE day.

Safety and Police

Student Liability

Students who cut, deface, or otherwise damage any school property may be suspended or expelled from school. Parents will be held financially liable for damage done to school property by their children.

Search and Seizure

Students possess the right to privacy of person, as well as to freedom from unreasonable search and seizure of property as guaranteed by the Fourth Amendment of the Constitution. However, these individual rights are balanced by the school's responsibility to protect the health, safety, and welfare of all students and staff.

Search of Cubbies and Desks

The School is the owner and has control of student cubbies and desks. School officials may inspect desks and/or cubbies for cleanliness and order at any time without notice and without consent. Lockers and desks shall be searched without notice and without consent whenever reasonable

suspicion exists that a law or school rule has been violated or that the health, safety, or welfare of students or staff may be in danger.

Search of a Student's Person

A search of a student's person, bag, or purse shall be undertaken only if there are reasonable grounds for a teacher or a school administrator to suspect that the student possesses a dangerous, prohibited, or illegal substance or object or items that may interfere with school purposes and/or present a threat to people or property. This also includes reasonable cause to search for missing or stolen items. A search of a student's person shall be conducted by an adult of the same sex in the presence of another official, acting as a witness. A written report containing the date, time, identity of the student, witnesses, and circumstances justifying any search shall be prepared and a copy given to the parents.

No Dogs on Campus

For insurance liability reasons, dogs are not permitted on campus at any time.

No Smoking on School Property

This includes any and all cigarettes, cigars, pipes and chewing tobacco.

Weapons

Montessori Centre's policy requires that the Director recommend the long term suspension or expulsion of any student using, displaying or knowingly carrying or possessing any deadly weapon on district property or at district functions.

Safety Drills/Lockdowns

MEC has procedures in place to handle emergency and crisis situations. In the event of a civil emergency, MEC will work closely with the City of Mesa police and fire departments in order to keep everyone safe.

Police Involvement

School officials are not required to initiate or complete due process procedures prior to notifying law enforcement officers. If law enforcement officers are notified, the parent will be contacted. Any actions taken by law enforcement officers will be in addition to action taken by the school. School employees may conduct searches when they have reason to suspect that a law or school rule has been violated or that the health, safety, or welfare of students or staff may be in danger.

Law Enforcement Interview

In cases where law enforcement officers interview students, the school administrator shall make reasonable efforts to notify the student's parent of the interview unless the law enforcement officer refuses to allow notification. A school official shall be present during the interview, unless directed otherwise. If a student is arrested or taken into temporary custody on campus during the school day, the school no longer has jurisdiction over the student. The school shall make reasonable efforts to notify the parent when an arrest is made or a

student is taken into temporary custody, unless the authority refuses to allow notification.

No Drugs or Paraphernalia on School Property

The possession, use, distribution, sale and/or manufacture of alcohol or illegal drugs or drug paraphernalia is prohibited on or near school property. Students are prohibited from using alcohol or illegal drugs prior to attending school or a school-sponsored event.

Reporting Child Abuse (ARS 13-3620)

According to state law, school employees must immediately report suspected cases of physical injury, abuse, child abuse, sexual abuse, sexual conduct with a minor, sexual assault, molestation, sexual exploitation of a minor, incest, child prostitution or neglect that appears to have been inflicted on the minor by other than accidental means to Arizona Dept. of Child Safety or local law enforcement agencies. MEC will cooperate with police in prosecuting anyone that is suspected of sexual abuse. MEC provides annual training for all employees on identifying and reporting abuse. Every allegation will be documented in detail. All staff has been trained on policies and procedures regarding any reports of abuse. Persons required to report reasonably suspected abuse are protected by state law from civil or criminal liability. If parents or students need assistance in relation to abuse, the Child Crisis Center East Valley (480) 969-2308 can help.

ASBESTOS Notification

The Asbestos Hazard Emergency Response Act (AHERA) requires all public and private elementary and secondary schools to inspect for asbestos in school buildings and to submit a report (management plans) to the State of Arizona. AHERA also requires that the Local Education Agency (LEA) perform six-month inspections and to notify all parties concerned of any changes or updates. Parent/employee notification must be made on a

yearly basis. The management plan (MP) for MEC is located at each campus office.

School Procedures

Main Campus Car Line

Car line is the scheduled time and place for drop off and pick up of students. There are two areas for car line: depending on the class your child is in. Drive to your car line area and stay in the line with your child in the car. Proceed forward until a teacher helps your child into or out of the car. **Please be aware of cars behind you; move up as soon as there is room to do so. There can be no backup of cars on Southern Avenue, this causes a traffic hazard. DO NOT MAKE A LEFT TURN OUT OF THE DRIVEWAY DURING CAR LINE.**

In the morning, car line times for all classes are 8:15 to 8:30 am. Half day Preschool/Kindergarten students utilize Robin Lane car line from 11:30 to 11:45 am. The afternoon car line times are either 2:45 - 3:00 pm or 3:00 - 3:15 pm. Car line pickup location in the afternoon is the same as in the morning (Except Class 1D):

Toddler:	Class 1C (Ms. Cecile)	No Car line
Car line 1:	Class 1A (Ms. Jenna)	11:30-11:45; 2:45 - 3:00
(Robin Ln)	Class 1B (Ms. Tabitha)	11:30-11:45; 2:45 - 3:00
	Class 4A (Ms. Romie)	3:00- 3:15
	Class 4B (Ms. Cyndy)	3:00 - 3:15
	Class 4C (Ms. Laurie)	3:00 - 3:15
	Class 2A (Ms. Hollie)	3:00 - 3:15
Car line 2:	Class 1D (Ms. Heather)	11:30-11:45; 2:45 - 3:00
(Southern)	Class 2B (Ms. Kathy)	3:00 - 3:15
	Class 3A (Ms. Cassi)	3:00 - 3:15
	Class 3B (Mr. Gary)	3:00 - 3:15

Note that there is no parking in certain areas of the school grounds during car line times. If you arrive at times other than car line times, park in a designated area, come in through the Office, and sign your child in or out. **YOUR CHILD MUST BE SIGNED IN AND OUT IF YOU ARE NOT PICKING THEM UP DURING THE DESIGNATED CAR LINE TIME.** Car line is a service Montessori Centre provides by choice as a convenience for parents to pick up or drop off their children. Our goal is to make car line efficient and safe for your children.

Due to the great number of cars moving through car line in a short amount of time, we do reserve the right to deny car line privileges to parents who abuse car line protocol.

North Campus Car Line

Car line is the scheduled time and place for drop off and pick up of students. Drive to the car line area and stay in the line with your child in the car. Proceed forward until a teacher helps your child into or out of the car.

Please be aware of cars behind you; move up as soon as there is room to do so. There can be no backup of cars on Gilbert Road, this causes a traffic hazard.

DO NOT MAKE A LEFT TURN OUT OF THE DRIVEWAY DURING CAR LINE.

In the morning, car line times for all classes are 8:15 to 8:30 a.m. At 11:30 to 11:40 a.m. we ask parents of half day Preschool/Kindergarten students to park and come to the front gate to sign out their children. In the afternoon, car line times are Primary 2:40 - 2:50 p.m., Lower Elementary 2:55 - 3:05 pm and Upper Elementary 3:10 – 3:20 p.m.

Primary Car line will enter through the South driveway entrance from Gilbert Rd. Pull around the “horseshoe” and exit out the North side. As you pull into the driveway stay to the right, pull forward and watch for directions given by the car line teachers. Children will only be able to exit out of the first three cars. **If your primary students have older siblings, they will also be dropped off with your primary student in the front of the school in the morning only.** Please do not allow your child to leave your vehicle until your car has pulled forward into one of the first three positions. The middle lane is a through lane for parents who are not parking.

Lower and Upper Elementary car line will be behind the school on Ashbrook St. Please enter car line from Adobe, turn north onto Gentry. Gentry is the street just East of Ashbrook. The road makes a U shape, just follow it around to Ashbrook. 1st-3rd years car line is from 2:55-3:05. 4th-6th years car line time is from 3:10-3:20. **If your student has younger siblings, they are to go get them from siblings club and go to car line.** Note that there is no parking in certain areas of the school grounds during car line times. If you arrive at times other than car line times, park in a designated area, come in through the Office, and sign your child in or out.

YOUR CHILD MUST BE SIGNED IN AND OUT IF YOU ARE NOT PICKING THEM UP DURING THE DESIGNATED CAR LINE TIME.

Car line is a service Montessori Centre provides by choice as a convenience for parents to pick up or drop off their children. Our goal is to make car line efficient and safe for your children. Due to the great number of cars moving through car line in a short amount of time, we do reserve the right to deny car line privileges to parents who abuse car line protocol.

For Both Campuses

Walking Home or Bike Riding

Children walking or riding their bikes to/from school must have written permission. Bicycles, roller blades, skateboards and scooters may not be ridden on campus before, during, or after school. The School is not responsible for loss, theft, or damage of personal possessions.

Release Notes

Children will be released to authorized persons only. If another person is to pick up your child, please bring a note or call the office staff. Please acquaint anyone who is new to this process with the arrival and dismissal procedures. In an emergency, please telephone the school to arrange an alternate plan. If your child would like to invite friends home after school, please remember this must be done 24 hours in advance, and in writing.

Transportation

It is the responsibility of the parents or guardians to provide safe transportation for their child to and from school each day.

Pesticide Policy

MEC posts a public notice of all pesticides used on the premises 72 hours prior to application. This notice is posted at the entrance of the facility and on the parent board in clear, unobstructed view. The pesticide used is Bifenthrin I.T. Concentration

of pesticide used is .06% applied at a rate/dosage of 1 gal per 1,000 sq. ft. around the perimeter of the campus when school is not in session. Pesticide labels and material safety data sheets are on file in the office of the main campus.

School Newsletter

A monthly newsletter will be on our website, you will receive email notices of the postings of each newsletter. You will also receive an email notifying you of new resources put on the website. Newsletters contain information about our curriculum, special events, parent meetings, news from the classroom, etc. We welcome your suggestions concerning our newsletter.

School Picture Days

Class pictures are taken in the Fall, shortly after the start of the school year. You will be notified in advance.

Birthday Invitations

We request that birthday invitations be sent through the US Postal Service versus handing them out at school. We do not give out personal information regarding students unless permission is given by the parent. Please give invitations to the office, stamped, with the invitee's name and the office will address the envelopes and mail them.

Volunteer Opportunities

Volunteer opportunities are available through your child's teacher after you have been cleared through the fingerprint process. You may do this by volunteering in your child's class (with teacher approval), sign up to help out with a school function or to share any special talents you may have. If you are volunteering or observing you may not discipline other students at any time.

Scholastic Book Orders

Scholastic Book Club offers are sent home most months. This is a good way to get quality books at great prices as well as help the school earn supplies.

Cell Phones and Other Electronics

If a student brings a cell phone to school, they must check the cell phone in with the office staff or classroom teacher when they arrive. If you need to contact your child, please call the office at any time. As always, we strive to provide a safe and nurturing environment for all of our children.

Electronic games are not permitted on campus. I-PODs, MP3s, etc. are not permitted outside of the classroom. They are permitted in the classroom ONLY with teacher approval and signed parental

approval. Any electronics brought to school are the sole responsibility of the student. The school is not responsible for items damaged, lost, or stolen.

Extra-Curricular Tax Credit Program

We invite you to participate in this State Public School tax credit program. You may designate where YOUR tax money goes by making a donation to Montessori Education Centre-Charter School. This donation, up to \$200 (individual) or \$400 (married, filing jointly) is a CREDIT (not a deduction) and replaces dollar-for-dollar against money you would otherwise pay in Arizona taxes. We will use these funds as you designate, to support extra-curricular programs such as Summer school, music, drama, Kindergarten Extended day tuition and educational field trips (of \$100 or more).

Fundraising

Montessori holds special fundraising events throughout the school year. These events help us provide extra opportunities for the students and teachers that we could not otherwise provide for in our budget. Classrooms may also sponsor individual fundraisers for field trips.

Foods Policy

Lunch

Each student is responsible for providing their lunch each day. Lunches should be packed in a lunch box rather than a paper bag, and utilize plastic containers rather than Ziploc bags in order to cut down on waste. Lunches also will need to include ice packs for Grades 1 to 6. Refrigerators are provided for 3 to 6 classrooms only.

Acceptable Foods Policy

In our efforts to teach children respect for themselves, and to understand the importance of proper nutrition and the role it plays in their development and learning, we have adopted a school wide procedure for appropriate foods for snacks and lunch. We hope to provide a positive

lunch experience for the children, and the teachers will be talking with the students about proper nutrition.

NO GUM ALLOWED ON CAMPUS

Birthday Celebration Snack

Suggestions: muffins, bags of popcorn, granola bars, fruit juice bars, yogurt bars, fresh fruit, and trail mix. You may arrange with the teacher to bring a special treat not listed.

Suggestions for Lunch

Suggestions for foods to go with a main course such as a sandwich include: fruit/vegetables with dip, raisins, nuts, crackers, popcorn, yogurt, granola bars (low sugar), 100% fruit roll ups, 100% fruit juices, pretzels, string cheese, and goldfish crackers. Please do not send frozen or raw food or uncooked ramen packages, which need to be cooked for more than 1 minute. We discourage prepackaged lunches such as Lunchables; however, we understand on occasion they cannot be avoided. If your child brings one of these, *please remove the dessert and soda*.

*The following types of foods are not acceptable and will be sent home in your child's lunchbox:
***soda pop**, ***desserts**, or ***candy**.

Food and Drinks in Class

Each classroom will designate their own schedule for snacks and drinks in the classroom.

Microwaves

Microwaves are available to **1st– 6th grade students ONLY** in order to warm food for a maximum of one minute when necessary.

Classroom Information

Open House

Open House is an opportunity for you to meet your child's teachers and other school staff and familiarize yourself with the school, and learn more about the Montessori classroom. Open House is held the Friday before the start of the school year.

Parent Observations

We feel it is important for parents to observe their child in the classroom. This will acquaint you with the daily class routine. Observations can be scheduled by contacting the front office at least one day in advance. Observation times can be scheduled only after a child has normalized to the classroom which is at least 6 weeks from date of admission.

Homework Policy

Generally, homework assignments for elementary grades should not exceed 30 minutes. More homework than this may be assigned to children who need to make up assignments or have failed to complete their work during class time. Homework reinforces concepts taught in the classroom. In addition, it helps to establish good organizational and study skills.

Assessment

MEC administers the Arizona Measurement of Educational Readiness to Inform Teaching (AzMERIT) at required grade levels (3rd–6th). Test scores are only one indicator of student performance. In addition to ability or achievement, test scores are influenced by the child's motivation. Teachers also give periodic assessments to help determine a child's understanding of the curriculum objectives. The results are used to improve the school curriculum and instruction. Here at MEC we feel that student portfolios contain evidence of skills taught and mastered throughout the year and are an excellent representation of what your child knows.

Contacting Teachers

There are a number of ways to contact teachers. During class time a message can be taken by the office staff, given to teachers and a call will be returned when teachers are free. Teachers will notify you of the best method for reaching them.

Parent Education or Show Me Nights

During the school year, each classroom will offer opportunities for parents to visit and experience the Montessori Method. This can include discussions on classroom set-up, Montessori philosophy,

Montessori material use by students, Montessori work prepared by students and special presentations from students.

Progress Reports

Formal progress reports are sent home two times per year, once in December and once in May.

Parent/Teacher Conferences

Parent/Teacher conferences are held twice yearly on scheduled days. At this time parents and teachers discuss students, their progress in school and any special needs. Additional conferences may be requested at any time during the year. Please notify the teacher in writing if you would like to schedule a conference regarding a specific concern.

Field Trips

Field trips are planned to increase the child's awareness of the world. Permission slips will be sent home for parents to sign and return. The permission slip will be posted in the office, along with a list of students on the field trip and a map. All drivers will provide a copy of a valid driver's license, insurance, and fingerprint clearance card. School vehicles are equipped with valid insurance cards, water for each child, first aid kit, and emergency cards for each student. A confirmation of criminal background check is required on outside transportation services utilized by MEC. Parents will sign permission slips allowing their child to participate, or make separate arrangements if the child is not allowed to attend. Teachers will notify

parents in advance if their child will not be attending a field trip due to non-compliance.

Field Trip Rules for MEC:

- All MEC rules in the Student Handbook and classroom are adhered to during all field trips;
- Students will show respect for authority and the environment of the field trip;
- While students are in a car, they will remain quiet and polite;
- Students will walk at all times; and will remain in designated walk areas during field trip;
- Students will remain with the chaperone they are assigned to;
- Students will raise their hands if they have a question;
- Students will bring their own water bottle and wear appropriate clothing for field trip;
- Students will hold their own money, chaperones may not give children money if they forget;
- No electronics are allowed on any field trips unless teacher-authorized;
- A child may not be invited to attend a field trip if they have not shown competency in the areas of respect, independence, manners, responsibility and managing emotions.

Chaperones and Class Volunteers

All parent drivers are required to provide a copy of their personal insurance declaration page, a valid driver's license, a Volunteer Application and Volunteer Fingerprint Clearance Card. The Fingerprint process can take up to six weeks to finalize. This state clearance is good for one year from date of clearance. Classroom Volunteers do not need proof of insurance or driver's license. Teachers will choose the parents who will be asked to be chaperones based on the needs of their class.

Appropriate Attire

Dress Standards

The student's dress and personal grooming are the responsibility of the student and parents. Students are expected to come to school clean, neat, and appropriately attired and groomed. Students whose personal attire or grooming distracts the attention of themselves, other students, or teachers from class work will be required to make necessary alterations. Our intention is to create a safe, orderly learning environment in which students can concentrate on their educational endeavors with minimal distractions. Parental support is vital to achieving this goal. Teachers and administrators will determine what attire or lack of grooming is causing a distraction. When an adjustment needs to be made parents will be contacted.

Specific Guidelines

- Any garment or accessory with obscene, offensive, intimidating language, drug, tobacco, firearms, alcohol or political references should not be worn;
- Students may not wear midriff shirts so that the abdomen is bare. All undergarments should not be visible. This includes bra straps and boxer shorts;
- Shorts, skirts, dresses must be long enough so as not to show undergarments or any part of the buttock.
- Tank tops are acceptable; if supportive undergarments are required, they should be worn.
- As children change and mature, appropriate changes should be made in grooming and attire.

Pants

Pants must be of an appropriate size for the person wearing them and rest at the natural waistline with or without a belt. Baggy/saggy pants that display undergarments are not permitted. The width (too loose or too tight) and length of the pant should not hinder walking or other movement.

Footwear

Preschool children must wear footwear at all times. Footwear should allow students to walk or run in a safe manner. Students must wear sports shoes to participate in P.E. classes. Also, No "Heelie" shoes are allowed at any time on campus. **We also recognize that flip flops can be inexpensive and convenient. However, they can also be dangerous for young children when running and playing on the playground. Do not send your child to school with high-top sneakers (unless they zip up the back of the ankle) or shoes with a small heel or high wedge shoes.**

Piercings

Only piercing of ears are acceptable on campus. No body piercings or tattoos are acceptable on campus.

Jewelry

Jewelry promoting drugs, alcohol, or violence will not be allowed on campus. We strongly suggest that jewelry (especially for younger children) is to be left at home as it is easily lost, broken and might create a distraction in the classroom.

Primary/Toddler

Primary and toddler students must have an extra set of clothing in case of "accidents" or spills. Clothing should be brought in a marked Ziploc bag labeled with the student's name.

School is a place for exploring and learning. Please send your child to school in recreational clothing that allows full participation in our hands-on program. When a dress or skirt is worn, please have child wear shorts over undergarments. Much of the child's work is done on the floor, in outdoor environment and in the peace garden where they do get messy.

Clothing should be simple enough for your child to get into and out of easily, with little or no help. We discourage belts, a belt can hinder your child's

ability to use the bathroom quickly and can lead to accidents.

3. Have other clothing brought to school.
4. Remove the accessory.
5. Sit out during P.E. class

Dress Standards Violations

Students who violate the dress standards may be asked to do any of the following, depending upon the specific circumstances:

1. Turn inappropriate clothing inside out.
2. Change into clothing provided by the school.

Repeated violations of the dress standards will result in disciplinary action, including suspension from school.

Guidelines for Student Behavior

Overview

To protect the rights of all our children, it is important that parents and students understand the consequences of misbehavior. Montessori Education Centre has set these guidelines to promote consistency in discipline at our school.

We want parents to know that school rules are designed to protect all children and that students who choose to break the rules are treated firmly, but kindly and appropriately. Examples of inappropriate conduct subject to disciplinary action include:

- alcohol - possession, use, sale*
- arson*+
- defiance of school personnel authority
- destruction or defacement of property
- discrimination/harassment
- disorderly conduct, including profanity and abusive behavior
- dress standards violation
- explosive device - possession, use, sale*
- extortion*+
- fighting or threatening physical contact for the purpose of inflicting harm*+
- firearm possession or use*#
- forgery*
- gambling*
- lying
- non-prescription drug - possession, use, sale*, simulating drug use
- physical assault
- profanity
- theft*
- threats, verbal abuse
- tobacco - possession, use, sale*
- trespassing*
- truancy
- weapon possession or the use of an object to inflict bodily injury*

**These actions also violate state law. For minor offenses, school officials have the right to notify appropriate law enforcement officers. For serious offenses, school officials are required to notify appropriate law enforcement officers.*

+Depending upon the circumstances, the conduct described in this problem area may be considered disruptive, disorderly, and/or violent.

#Any student using, displaying or knowingly carrying or possessing a firearm on district property shall be subject to expulsion.

Depending upon the behavior problem, one or more of the following disciplinary actions may be taken. These actions are explained in detail in the following sections.

Involving teachers

- Redirection
- Informal talk
- Conference with student
- Conference with parent
- A visit to another classroom
- Remainder-of-day release to parent
- Restriction of privileges
- In-School Suspension (if available)
- Short off-campus suspension (10 days or less)

Involving administrator

- Restitution (liability)
- Implementation of a Behavior Contract
- In-School Suspension
- Parent / Teacher /Administrative Conference (with or without the student presence)
- Remainder-of-day release to parent
- Short off-campus suspension (10 days or less)
- Long off-campus suspension
- Expulsion

Special Education Students

When a special education student engages in misconduct that could result in suspension or expulsion, MEC shall follow the State Board of Education’s Rule governing suspension and expulsion of special education students. Copies of these rules are available in the school office. Pursuant to the Rule, if the misconduct is not a manifestation of the student's disability, standard district discipline procedures apply.

Computer and Internet Use

MEC provides computers and Internet access to enhance the curriculum and learning opportunities for students and staff. It is a privilege, not a right, for students in 1st -6th grades to use the school computers, networks and Internet services. Parents and students are required to comply with this policy and the rules set forth by MEC. Students who violate the policy and/or rules may have their computer privileges revoked and may also be subject to disciplinary action. All MEC computers remain under the control, custody and supervision of the school. The school monitors all computer and Internet activity physically and electronically on a daily basis. Students and parents will be informed of MEC’s Acceptable Use Policy and will need to sign an agreement policy on an annual basis prior to use of the school’s computers. This agreement will be found in their Open House packets.

Arizona Statute 15-210

A person who knowingly insults or abuses a teacher on school grounds or while a teacher is performing his/her duties is guilty of a misdemeanor and is punishable by a fine and/or imprisonment.

Actions Usually Involving the Teacher

Informal Talk

A teacher or administrator will talk with the student, describing the inappropriate behavior and informing the student of acceptable behavior. The parent may be notified.

Discipline Conference with Student

A conference is held with the student, the teacher, and/or the administrator to discuss the inappropriate behavior and discuss/develop a plan for changing the student's behavior. The parent may be notified.

Conference with Parent

The parent is asked to attend a conference with the student, teacher, administrator, and other school personnel to develop a plan for changing the student's inappropriate behavior.

Time Out

Classroom teachers may use a technique similar to in-school suspension called Time Out. Time out is when the teacher assigns the student to a location isolated from his/her classmates. This is usually another classroom.

Restriction of Privileges

Inappropriate behavior may result in a restriction of a student's privilege to participate in playground or specific special activities. The parent may be notified.

Detention

A student may be detained after school to make up work or for disciplinary reasons. The parent will be notified about a student's detention, and arrangements for travel from school to home will be discussed with the parent before a student is placed on detention.

Actions Usually Involving the School Administrator:

Restitution (Liability)

Under Arizona law, parents may be liable for damage to school property performed by their children.

Remainder-of-Day Release to Parent

If a student is displaying behavior that is disruptive or dangerous either to themselves or to others, the student will be released to the custody of the parent for the duration of the school day.

Off-Campus Suspension

The school administrator or teacher may suspend a student for 10 school days or less. The student will be informed of the alleged violation of school rules and be given an opportunity to respond. There is no right to appeal a short suspension. When the student's behavior causes a danger to self or to others, an out-of-school suspension may be immediate. In addition to a short suspension, a long suspension may be imposed. Only the Director may impose suspensions exceeding 10 school days. The student and parent are informed of the school's due process.

Expulsion

Expulsion means the permanent withdrawal of the privilege of attending MEC, unless the Board of Directors reinstates that privilege. Only the Director can expel a student. Expulsion does not become effective until due process procedures have been completed.

Empower Center Standards

Statements as defined by Department of Health:

1. Our facility includes at least 60 minutes of physical activities throughout the day that are "sun safe", which include free play opportunities;
2. Our facility has a written policy on sun safety practices;
3. We encourage families to limit kid's screen time to three hours or less per week (TV, computer, video games);
4. We encourage students to avoid more than 60 minutes of sedentary activity at a time (except for sleeping);
5. Our facility offers water to all students many times throughout the day;
6. We offer 1% or fat free milk to students during snack time;
7. We serve only 100% fruit juice with no added sugars and limit it to no more than 2 times per week;
8. Our facility serves meals family style including staff members participating, sitting and interacting, with children at meal time. Our facility does not use food as a reward;
9. Our facility implements oral healthcare education into our curriculum as age appropriate;
10. Our staff members receive annual training relating to age-appropriate physical activities, nutrition, oral healthcare and tobacco education;
11. If families are eligible, they participate in the USDA Child and Adult Care Food Program;
12. We are a smoke-free campus and we encourage our families and their homes to also become smoke-free;
13. Four times a year families will receive education and referrals regarding tobacco prevention cessation and second-hand smoke.

Procedures Specific to MEC

Harassment/Bullying

Harassment or bullying of students is prohibited on campuses and during school-related functions. Harassment and bullying is understood to mean: a persistent, intentional behavior acted out by one or more students against another, carried out repeatedly and over time, which causes stress for the latter student, and a feeling that s/he is academically, emotionally, or physically unsafe.

If a student believes that they have been harassed or bullied, the student should report it to their teacher. Teachers and staff will inform the Director immediately. Students who engage in harassment or bullying will be subject to disciplinary action.

Grievances/ Suggestions

Parent grievances/suggestions are of concern to Montessori Education Centre/Children's Centre, regardless of whether the problems or ideas are large or small. In order to provide for prompt and efficient evaluation of and response to grievances/suggestions, Montessori Education Centre/Children's Centre has established a formal Grievances/Suggestion Procedure for all parents. There will be no discrimination against or toward anyone for his/her part in presenting grievances/suggestions. Under this policy, a grievance is defined as any event, condition, rule, or practice which the parent believes violates his/her child's civil rights or treats his/her child unfairly.

The Grievances/Suggestion procedure is as follows:

- Identify your grievance and address the matter with the person/persons involved. The classroom teacher is the best place to start.
- If the matter is not resolved, consult the Director.
- Submit a written complaint to the Director with a proposed solution to the situation.
- The Director will review the grievances/suggestions and schedule a meeting.

- The meeting will involve discussion of complaint and solution. The Director will render a decision. In most cases, the matter will be resolved at this stage. The Director may, at her discretion, refer the matter to the Board for advisement.
- If, after meeting with the Director, the situation remains unsettled, the matter may be referred to the Board of Directors.
- Following these grievance procedures does not prohibit you from pursuing any other action through government regulatory agencies.

Sexual Harassment

Sexual harassment by staff or by students is prohibited on campuses and during school-related functions. Unwarranted written, verbal or physical conduct of a sexual nature may, in certain circumstances, constitute sexual harassment.

If a student believes that they, or another student, have been the subject of sexual harassment, they should report the behavior to their teacher. Teachers and staff will inform the Director, of their campus, immediately if a student makes a report to them that is of a sexual nature. This includes occurrences that are on or off campus, whether it was a student, staff member, or other adult. Every allegation will be documented in detail. Students who engage in any form of sexual harassment will be subject to disciplinary action.

All staff and teachers have been trained on policies and procedures regarding any reports of sexual harassment.

Screening Procedures

Volunteers and employees alike must complete an application that requests background information that includes whether the individual has ever been convicted of any crime, including sex-related or child abuse-related offenses. Any temporary workers, contracted services, or transportation

companies hired must provide proof of background checks and certificate of insurance naming the school as additional insured with limits no less than \$1,000,000. All prospective employees are required to undergo Class I fingerprinting, TB testing, criminal background check, e-verify and sex offender registry check prior to employment.

Due Process

Montessori Education Centre-Charter School ONLY

Relative to student discipline, due process means that school staff must follow certain notice and hearing procedures before a student can be suspended or expelled. In some situations, there are also procedures that students may follow if they do not agree with the school's actions. Hopefully, students will never be in a situation where due process procedures are needed.

If a student is faced with a possible suspension or expulsion, the appropriate due process procedure will be implemented. The following summary provides an overview to acquaint students and parents with the existing procedures.

Student Pick-up Policy

When a student is suspended from school, the student must be picked up within one half hour from notification. If there is no response, the School will notify the next individual on the student's Emergency Card until the list is exhausted. If still no response, the School has the option of calling the police and/or **Arizona Dept. of Child Safety.**

School Board

If you would like to get in contact with the School Board, you may request a current list of the members from the front office. You may either leave a written note addressed to an individual Board Member or you can leave your name and phone number and we will deliver the message to the Board Member. The Board Members serve on the Board as volunteers, thus we strive to maintain their privacy, however, they understand that their role is to respond as the Governing body of the Montessori Education Centre – Charter School.

Short Suspension

A short suspension is ten school days or less and includes field trips. The teacher, with the approval of the school administrator and/or the Director, has the authority to suspend a student for ten days or less and from an impending field trip. There is no right to appeal a short suspension. The teacher will conduct an informal hearing with the student and other appropriate persons. The teacher will verbally inform the student of the alleged behavior considered a violation of the rules and the basis of the allegation (s). The student will be given the opportunity to respond. After the hearing is completed and the teacher decides a short suspension is appropriate, the teacher will impose the suspension with the approval of the school administrator. They will then notify the student and the student's parent. A student will not be excluded from campus until the parent is notified.

Once the student has been released into parental custody the student is not allowed on school property or to any school function until further notification from the Director.

The school administrator and/or the Director may immediately suspend a student when the student's presence creates a danger to themselves, any other student or school personnel.

Long Suspension

A long suspension is 11 school days or more. The Director has the authority to impose a long suspension. The Director will conduct an informal hearing with the student and other appropriate persons. The Director will verbally inform the student of the alleged behavior considered a violation of the rules and the basis of the allegation(s). The student will be given the opportunity to respond. After the hearing is completed and the Director decides a long suspension is appropriate, the Director will impose the suspension. They will then notify the student and the student's parent that the student will be suspended for 11 days or more. Once the parents

are contacted, a meeting will be scheduled to discuss the situation in an informal setting.

If the Director imposes a long suspension, the parent may request a formal hearing. A written request for a formal hearing must be made to the Director within two school days after notification that the long suspension has been imposed. If a formal hearing is requested, the parent and student shall be given written notice of the date, time and place for the hearing at least two school days prior to the hearing. The hearing will be held with the student's teacher, one board member and the Director. The decision from the formal hearing may be appealed by sending a written notice of appeal to the Board within 24 hours after receiving the formal hearing's decision.

Expulsion

Expulsion means the permanent withdrawal of the privilege of attending Montessori Education Centre, unless the Board of Directors reinstates that privilege. Only the Director can recommend a student be expelled to the Board of Directors. Expulsion shall take effect only after a formal hearing is held and the Board of Directors approves or denies the Director's request. Written notice shall be sent to the student and parent that the administration has recommended that the student be expelled. The student and parent shall be given notice of their right to a hearing and notice of date, time, and place for the hearing at least two school days prior to the hearing.

A student will not be excluded from campus until the parent is notified. The Board of Directors shall hear the evidence and make the final decision. The hearing shall be closed to protect the privacy of the student unless the parent requests that it be open to the public. The Board is the ultimate authority and is not bound to accept the Director's recommendation. The final decision may be appealed by written notice of appeal to the Board within 24 hours after receipt of their decision.

Once the student has been released into parental custody the student is not allowed on school

property or to any school function until further notification from the Board of Directors.

Grace & Courtesy

GRACE: Characterized by effortless beauty, kindness and warmth

COURTESY: Similar to politeness but of a more voluntary, generous nature, actively meaning to be helpful

Montessori philosophy uses the phrase “Grace and Courtesy” to reflect the way in which we endeavor to engage in all of our interactions: with ourselves, with others, and with the environment in which we live. Grace and courtesy are not taught so much as modeled, and practiced, at every level of our work and play.

Imagine if every adult behaved in kind and courteous ways in our community, and all of our children absorbed that into themselves and then took it out into all of their relationships.... Grace and Courtesy is a tremendous vision, and one we work towards every day in our own hearts and behaviors. Thank you for being a part of this vision.

Below are some guidelines to help foster grace and courtesy in ourselves and to model for our children.

- Please follow direct lines of communication; that is, speak to the person who can directly address your concerns, provide the information you seek, or offer the support you need;
- Clear, prompt, and open communication is essential. Our faculty and staff are available to discuss issues with you; however, the highest priority of our faculty and staff during school hours is the children. Please do not hesitate to contact the office for information and guidance and to schedule conferences with teachers or administration;
- Be mindful of the fact that our administrators do not have private business offices; hence, they must conduct school and district business in a small and highly trafficked area. Please walk and speak softly in the office;
- Greet people, child or adult, in a warm and friendly manner. While on campus, please refrain from using a cell phone (this need starts the moment you begin to turn your vehicle into the MEC drive);
- Walk and speak softly in all areas where children are working and concentrating;
- Please greet each other (child-parent, teacher-parent, teacher-child) when dropping off or picking up children in carline;
- Please do not use a cell phone while in carline. We have a lot of cars in a short amount of space and time to get through carline, and we need everyone to be focused and engaged in the process in order to guarantee the safety of our children;
- Use a respectful tone of voice when speaking to others;
- Suggest positive actions or resolutions;
- Listen attentively and with an open mind;
- Show appreciation and gratitude;
- Empathize with others;
- Support our environment by reducing, reusing, recycling;
- Clean up area after activity, event, or project.

Model Notification of Rights under FERPA for Elementary and Secondary Schools

following conditions (34 CFR § 99.31):

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

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education

400 Maryland Avenue, SW
Washington, D.C. 20202-5920

Special Education Policies and Procedures can be requested from the office.

Model Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

1. It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and
2. It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:
 - Political affiliations;
 - Mental and psychological problems potentially embarrassing to the student and his/her family;
 - Sex behavior and attitudes;
 - Illegal, anti-social, self-incriminating and demeaning behavior;
 - Critical appraisals of other individuals

with whom respondents have close family relationships;

- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920**

Child Find

The intent of Child Find is that all children from birth through age 21 with delays or disabilities are identified, located and evaluated to receive the supports and services they need.

Public schools and the Arizona Early Intervention Program are responsible for “finding” eligible children and providing services needed for them to reach their developmental milestones or meet their educational needs.

When children are “found”, they are referred to a specialist to screen their development. The screening helps “identify” any areas of concern that need to be evaluated further. In order to receive early intervention or special education services, a child must be evaluated to confirm they have a delay or disability that falls under state definitions. If needed, the child is evaluated using state criteria for specific delays or disabilities. If eligible, the Arizona Early Intervention Program or a public school system will offer early intervention or special education services according to the child’s needs.

Early intervention support services assist families of

children who are eligible by helping children ages birth to three years develop to their full potential. In Arizona, early intervention services are provided through the Arizona Early Intervention Program (or AzEIP). You can contact AzEIP at 602-532-9960.

Preschool special education services for children ages 3 to 5 provide special strategies to help children reach their developmental milestones. You can contact Joe Zello at 480-472-0719 for children ages 3 to 5 living in the Mesa Public School District. Special education services for school-aged children in kindergarten through the age of 21 provide specialized instruction and services to assist children in the educational environment.

For further information contact:

Becky Raabe, Child Find Coordinator

3100 N. West St. Suite #300

Flagstaff, AZ 86004

Tel: (928) 679-8106 or (800) 352-4558

Fax:(928) 679-8124

PLAYGROUND RULES FOR MAIN CAMPUS AND NORTH CAMPUS

1. Respect of others and teachers are necessary to participate on the playground.
2. Everyone must wear shoes at all times while outside the classroom.
3. You may only walk on the patios or concrete areas.
4. Keep your body to yourself. No Karate or pretend “air moves”.
5. Fighting, threatening others with physical contact, or wrestling are not permitted.
6. Please leave all toys at home.
7. Students may NOT play house, doctor, etc.
8. All language must be uplifting and constructive. Profanity or trash talking is not allowed.
9. It is the student’s responsibility to stay out of the muddy areas.
10. Only staff members are allowed into the shed or storage cabinets to get equipment.
11. Rocks need to remain on the ground.
12. Respect others’ belongings.
13. Any school materials or equipment must be used carefully and returned to its proper place.
14. Fruit trees are not climbing trees. Students may not pull off leaves or pull on the branches.
15. Stay off the fence. This includes no climbing or jumping unless they have received permission from a staff member to retrieve a ball.
16. Students may only play in designated areas (not in any of the garden areas).

I. Swing use:

- Students may sit or lie down only on the swings.
- If a student starts swinging too high, he/she will be warned to slow down or he/she will be asked to get off the
- Students may not throw sand outside of the sand area.

IV. Use of Balls:

- A. All “ball” games are to be used on the

swing.

- Only one child is allowed to banana swing. Primary may not banana swing.
- Only elementary may jump out of swings. Primary may not jump.
- No twisting the chains or throwing the chains over the top bar or side supports. It wears off the protective coating and causes the chains to rust.
- No flips of any kind.
- Only one person on the swing at a time.
- No kicking off shoes while swinging.
- No running under swings (under doggies).
- No **staff** standing and pushing 1-6 grade students.
- Once the children leave the swing, someone else may use it.

II. Slide Use:

- Students may sit or lie down while sliding down only.
- Students may not run up the slides.
- No sand on the slide.
- Horizontal ladders are to be used for hanging. They are not to be walked across or sat on.

III. Sandbox:

- Students may not use water from the drinking fountains or bathrooms for sand digging.
- The students may dig as far down as the sand meets the dirt, but no further. We do not want the sand mixing with the dirt for safety reasons.
- When students dig a hole they must fill it back in before they leave field only.
- B. This includes kickball, football, catch, basketball, hacky sac and Frisbees.
- C. “Soft” baseballs for catch can be used on the field.

- D. Students may bring their own playground equipment to school. However,
- 1. Students are fully responsible for their own property.
- 2. They will need to share with everyone or they will be asked to leave it in the classroom.

VI. Foursquare Rules:

- Server bounces ball, then hits it underhand to any square.
- The ball must bounce only once in the square and then that player hits it to another square.
- The ball must bounce before being hit to the next square.
- The ball must be struck with an open hand.
- Waiting player’s line up 3 feet from the game.

V. Jump Ropes:

- You may use the jump ropes for jumping only.
- In group jumping, all children will be allowed to participate.
- Jump ropes may not be used for tying up people or swinging from the trees
- Stepping on or over the line is a foul, causing the player to be out (except when stepping out of your own square).
- Players rotate towards square A, Only the person who is “out” leaves the game. New players enter at Square D
- Square A is always the server.
- If the ball hits on a line, it is an out for the hitter.
- If the ball is made to bounce over an opponent’s head, it is an out for the hitter.

PLAYGROUND RULES FOR MAIN CAMPUS

- Everyone must wear shoes at all times while outside the classroom.
 *There are TWO exceptions to this rule:
 1. The 4th-6th graders may take off their shoes from 12:30 to 1:00 when they are playing on the grass.
 2. Elementary students may remove their shoes when they are climbing. (The removal of shoes actually promotes safety in these two instances.)
- Only four children are allowed on the yellow rings at one time. No boosting or standing on buckets. They may only sit on top if there is no one waiting for a turn to use the equipment.
- Students may not walk across or stand on

the Parallel Bars. There may be two students at a time on the bars for no more than 5 minutes each if there are other children waiting.

- All “ball” games are to be used on the field only. This includes kickball, football, catch, scooters, basketball, four square, hacky sac and Frisbees. “Soft” baseballs for catch can be used on the field
- Students may bring a glove, however students are fully responsible for their own property.
- The ONE exception to this rule is on irrigation days. We will provide pre-arranged activities, such as volleyball and other organized ball games.
- Students may NOT be on the canal road or fencing at ANYTIME. Staff members are the only ones allowed to retrieve items that have gone over the fence.

PLAYGROUND RULES FOR NORTH CAMPUS

Trees

- Children may only climb those trees that are MARKED with an X.
- 2 children at a time may climb each tree. Children may be asked to allow others a turn if they have been in the tree longer than 5 minutes.
- Children may climb no higher than the marks.

Tires

- Tires can be on the grass and dirt areas only, away from the fence, gates, trees, and playground equipment.
- Tires can be rolled back and forth to each other on grass and dirt, but cannot be rolled down the hills.
- You can climb into the tires only when they are lying flat on the ground and not moving

Student/Parent Handbook Signature Page 2018-2019

Dear Parents and Students:

You have been provided with a copy of the Montessori Education Centre Student/Parent Handbook for the 2018-2019 school year.

This Handbook includes important and helpful information about school operations, procedures and policies. Please read and discuss the contents with your child. To ensure you have received your Handbook and covered it with your child, we ask that you sign and return this Acknowledgement Form to your child's teacher by Friday, August 10, 2018.

Please keep your Handbook as a quick reference. If you have questions about the handbook, please call our office.

Student/Parent Handbook Acknowledgement

I have read and discussed the 2018-2019 Student/Parent Handbook with my child.

Parent/Guardian Signature

Child's Name

Date

Please include your email address for future updates, newsletter mailings and other information.

Name: _____ Email: _____

Name: _____ Email: _____