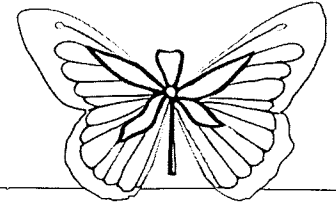


MAIN CAMPUS (District Office)
(Private: 18 mos. - 4 yrs. ~ Charter: 5 - 12 yrs.)
2834 East Southern Avenue, Mesa, AZ 85204
(480) 926-8375 Fax: (480) 503-0515
montessorictr.org



Grace and Courtesy at MEC- *Campus Guidelines*

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.

GRACE: characterized by effortless beauty, kindness and warmth

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

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.

- *Greet people, children or adults, in a warm and friendly manner.*
- *While on campus, please refrain from using a cell phone in any capacity. This policy starts the moment you begin to turn your vehicle into the MEC drive, and applies during carline as well. The children are our highest priority, and being engaged in their environment is important in both setting an example and ensuring safety on campus. During carline we often have a large number of cars to get through in a short amount of time, and we need everyone to be focused and engaged in the process in order to guarantee the safety of our children. Furthermore, regardless of the number of cars present, there are always children present during carline, and driver concentration on their surroundings is paramount.*
- *Please greet each other (child-parent, teacher-parent, teacher-child) when dropping off or picking up children in carline.*
- *Please exercise patience and compassion while in carline; we provide this as a courtesy to our families and the staff's main concern is the safety of the students.*
- *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. If you need additional support, please ask to speak to the principal. We believe in Courageous Conversations; if we are honest about our feelings, if we remain curious, if we are kind, and if we are committed to open honest communication, we will help strengthen relationships and ultimately support the growth of our students and our community as a whole.*

- *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.*
- *While in the office, please seek assistance from an available person. Please be mindful that the administrators are conducting business and are not always readily available. There should always be one person available to help you.*
- *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 in scheduling conferences with teachers or administration. Our faculty and staff are committed to efficient and effective communication.*
- *Regarding social media, we ask that you keep in mind our belief and practice that the most effective and gracious communication is done in person or at least directly to the party for whom you have a comment or message. If your communication is a compliment or message of encouragement, we would love to thank you immediately and directly, and discuss continued improvement. If your communication is of a critical nature or regarding a concern, we would love to address the issue immediately and directly, and, as the ones that can give action towards improvement, we would hope to have the chance to be part of the solution.*
- *Walk and speak softly in all areas where children are working and concentrating.*
- *Set an example of grace and courtesy at home by showing appreciation, gratitude, and empathy, using a respectful tone of voice when speaking to others, listening attentively with an open mind, and suggesting positive actions or resolutions to conflict. On campus, we highlight the importance of supporting our environment and encourage students and their families to be environmentally conscience at home by reducing, reusing, and recycling. We also believe it is important that our children practice cleaning up their areas after activities, events, or projects as they do in the classroom.*