

Montessori Academy Inc

Established: June 2002



Parent/Student Handbook

2017-2018

Dear Parents:

Welcome to a new year at Montessori Academy, and thank you for choosing our school.

We are proud of our reputation for setting high standards for student achievement, and cultivating world-class thinkers. Our emphasis is on individual student success and the infusion of 21st century skills: critical thinking, creativity, collaboration, communication, and technology.

This handbook contains important information about our policies, procedures, and academic and behavioral expectations. This handbook applies to parents, students, and all guests thereof while on campus or at a school sponsored event. I encourage you to review it with your student.

We at Montessori Academy promise to provide quality instruction, a safe learning environment, a willingness to listen and resolve concerns, and a belief in your child's ability to achieve excellence. With your commitment to parent involvement and your student's commitment to learning, we are both guaranteed to succeed in preparing your child for a bright, productive future.

Thank you again for your confidence in us. I encourage you to engage with your child's teachers and become involved in your school community to make your student's school year one of joy, personal growth and academic achievement

Juli Newman, Principal

Corporate Executive Board*

Chief Executive Officer	Juli Newman
Vice President	Wanda Wright
Secretary	Krista Cross
Board Member	Dale Newcomb
Board Member	<open>

School Governing Board Committee*

Visit our Boards and Councils page inline at: www.montessoriacademyaz.org/board.html

School Administration*

Executive Director/Principal	Juli Newman
Director of Education	Krista Cross
Director of Exceptional Student Services (ESS)	Jill Plonski
Vice Principal, In Actu	Andrea Corbin
Middle School Coordinator	Jennifer Gartner
Toddler Coordinator	Lindsey Carrico
Office Manager	Reem Rosheidat
Information Technology Specialist	Traci Penman
Information Technology Specialist	George Quebbeman
Facilities Supervisor	Jon Newman

** Note that all personnel assignments are subject to change over time and therefore such information outlined herein reflects the most current available at press time. The school website may be reviewed for current membership of the board, certain committees or councils, and faculty and staff. Visit our website at www.montessoriacademyaz.org.*

Tax ID Information

Non-Profit 501(c)(3) for any donation –Federal and AZ state TAX ID (EIN) #75-2990833

Structure

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

Montessori Academy also has a tuition-based (Private) component for students 18 months to 4 years of age during normal school hours. It also includes our before and after school program for all age students and summer programming for Toddlers and Early Education Programs. It is regulated by the Arizona Department of Health.

Our Vision...

Montessori Academy will guide children on their journey into a continually-evolving, dynamic world that engages their minds and enlivens their imaginations. Each component of the educational journey will instill a love of learning, high self-esteem, and positive values resulting in high academic achievement.

Our Mission...

We will use the principles of Maria Montessori as the foundation of our educational philosophy in a manner which fosters and elicits learning. We will create evolving environments, making each day a productive step in the journey to the ultimate goal: a child who is motivated, independent, and has a love of learning.

Our Method...

To unfold life is the basic task of the educator. Montessori Academy is a prepared environment for children. In Maria Montessori's day it seemed miraculous that children of four and a half should be able to write, and that they should have learned without the feeling of having been taught.

The teacher's task is not to talk, but to prepare and arrange a series of activities in the environment made for the child. Maria Montessori found that individual activity is the one factor that stimulates and produces development, and that this is not truer for the little ones of preschool age than it is for the junior, senior and middle school children.

Core Values

Integrity

We maintain the highest level of individual and organizational integrity; committed to doing the right thing for Montessori Academy's community. Decisions are driven by our vision and mission and guided by data to support the best outcome for the students and stakeholders we serve. We strive to provide resources and support that are relevant and intentionally-focused on our strategic plan. We conduct all business in an ethical and professional manner, being the best community-partner possible.

Leadership

We are passionate about the work afforded by our mission. We are inspired by and dedicated to the students in our community. We foster a strong work ethic to provide innovative resources to educators and students. We are leaders in the community providing a catalyst for innovative programs.

Student Achievement

We are committed to student achievement. We are education-centered, with the goal of enhancing the school culture of teaching and learning. Montessori Academy guarantees a student will meet the state standards in reading, math, and writing, or one year's growth on the state mandated assessment in accordance with the Student-Parent-School Compact.

Spirit of Community

Strong community relationships and partnerships are essential to fulfill our mission. We are collaborative in all of our endeavors and seek innovation and teamwork.

Stewardship

As stewards of the community's trust, we are accountable in action and attitude for the resources with which we are entrusted. We earn the community's goodwill by taking emotional and fiscal care of these assets. We make decisions that are financially-responsible and sustainable.

Montessori Academy Guarantee

As members of the Montessori Academy community, we support the vision, mission, and core values of the school. We believe that attaining our goal of a child who is motivated, independent, and an excellent student with a love of learning, requires a shared commitment between the student, parent, and school.

Student Commitments:

- Arrive at school and each class on time every day unless I am ill
- Come to school in uniform ready to learn and work hard
- Comply with the rules of the school and classroom
- Be responsible for completing my daily assignments and homework
- Participate in tutorials, if requested

Parent Commitments:

- Send my child to school regularly and on time
- Attend school functions, including 2 parent/teacher conferences
- Complete 30 hours of volunteer time
- Expect my child to be responsible for his/her behavior
- Regularly monitor my child's school progress
- Participate in effective, respectful, 2-way communication with the school
- Respect the school, staff, and families
- Trust in the school

School Commitments:

- Treat every student with dignity and respect
- Believe that all children can learn
- Acknowledge that parents are vital to the success of the school and each child
- Provide an authentic Montessori curriculum that is aligned to AZ State Standards
- Provide learning experiences appropriate to the child's needs
- Provide effective, respectful, 2-way communication tools between the school and home

Montessori Academy will guarantee, if a student in grades K-12 will meet the following requirements:

- Is enrolled within the first 10 days of the school year
- Maintains a 95% daily attendance rate
- Completes all assignments and homework to the best of their ability
- Complies with school and classroom rules with no discipline consequences beyond an awareness report or home/school conference.

The student will, at a minimum, meet the AZ State Standards (*or achieve one year's growth*) in Math, Reading, and Writing on the state-mandated assessment. If that result is not achieved, Montessori Academy will offer free learning opportunities to reach proficiency that may include tutoring, academic interventions, and/or summer school.

Section I – Attendance Requirements

Attendance

Continuous attendance at school is essential for the academic and social development of your child. It is the parent's responsibility to ensure that the student is in daily attendance. There are 180 charter school days per school year. By law, a child cannot miss more than 10% (18 days) of the school year. Students that fail to meet this requirement may be retained.

Perfect attendance will be acknowledged with a 10% credit toward a returning student's ECA tracking fee. Eighth grade students will earn \$100.

Absences

Students are expected to attend class every day of school. In case of absence these procedures must be followed:

1. A call to the office to inform the school of the child's illness/absence should be made as soon as possible. A message may be left. If no call is made, a written excuse must be brought to the school office when the child returns.
2. Frequent patterns of absences will result in a phone call from or meeting with the teacher. Penalties for excessive absenteeism may include meeting with an administrator, failure to pass a grade in school, in-house school suspension, or referred to a truancy officer. **Excessive absences adversely affect the school's funding.**
3. When a child needs to leave school early for an appointment, please send a note to the teacher or notify the school office. All students must be signed out by a responsible person. We encourage parents to make appointments after 3:00 to ensure your child has a full day of academics.
4. Vacations should be planned for regularly scheduled breaks. The school does not condone taking students out of school during the charter year schedule.
5. Students will not be considered absent if they are excused due to a religious holiday. It is the responsibility of the student and parent to arrange for missed classwork.
6. In cases where medical documentation can be provided that indicates a diagnosis and prognosis that the student has an illness, disease, or has had an accident that interferes with regular school attendance, parents shall be in contact with the Executive Director regarding the chronic health program.
7. A student who is absent for 10 consecutive days, without an approved excuse, will be withdrawn from the school.

Make-up Work from Absence

It is the student's responsibility to ensure that all work is requested and made up upon return from any absence. It is the responsibility of the teacher to make the assignments available to the student. Students returning from an excused absence will have an amount of time equivalent to the number of days absent to complete the assignment.

Tardiness

1. The school day starts at 8:30 am for all students. *Middle School students may be required to be in attendance at 8:00 am on assigned days for the Middle School business.* A student is considered late if he is not in attendance at the start of the school day.
2. All students arriving after 8:30 must check in at the office to receive a late pass.
3. A student will be marked absent for a half day if he is not in the classroom by 11:30am.
4. Frequent tardiness may result in a meeting with the teacher, the administrator, and will affect student's attendance rate.

Age Requirements

- Children entering Toddlers must be 18 months old by September 1st and meet additional developmental requirements.
- Children entering Early Education must be 3 years old by September 1st and meet the additional developmental requirements (Including being toilet trained)
- Children entering Kindergarten must be 5 years old by September 1st
- Children turning 5 years old between September 2nd and December 31st may request an early entry assessment from the Director of Education.

Section II – General Policies

ADA Section 504

Section 504 is civil rights legislation that prohibits discrimination against persons with a disability in any program receiving federal financial assistance. This legislation defines a person with a disability as anyone who has a mental or physical impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.

The school district has specific responsibilities under this legislation that include identifying, evaluating, and if the child is determined to be eligible under Section 504, affording access to a free and appropriate public education. For further information, please contact the Director of ESS at 480-945-1121.

Alcohol Policy

1. There is no alcohol allowed on campus during regular business hours.
2. Intoxicated individuals on campus and at any school sponsored event will be asked to leave or the police will be called.
3. Alcohol may be permitted at school events with Corporate Board approval.

Animals

There are NO dogs on school property AT ANY TIME, with the exception service dogs or with approval from administration for an educational purpose. Any dogs in carline must be kept on the driver's side, away from staff for safety reasons. No other animals are allowed on campus with the exception of administration – approved classroom pets and animals used for educational purposes.

Assessments

All students are assessed for skill level placement during the first few weeks of school. Formal and informal assessments are given throughout the year to measure student academic progress. Year-end assessments are given to measure growth. State standardized testing is administered in the spring to all 3rd-8th grade students.

Before and After School Care

Before-School-Care is available from 7-8am. After School Care hours are from 3:30 to 5:30pm. Students arriving before 8am or staying after 3:15pm for PK-6th and 3:45 for 7th-8th will be charged for services provided.

Birthdays

We acknowledge that birthdays are special days for our students and families, who may wish to help them celebrate with their fellow students. Please adhere to the following rules:

1. **If you wish to celebrate your child's birthday in class, a plan must be approved by their teacher at least a week in advance.**
2. If you wish to provide something to share, please choose from the list below:
 - a. Non-edible items: pencils, erasers, Slinkys, Lego packs, slime, etc.
 - b. Donate a book to the classroom.
 - c. Low sugar item: fruit, mini-muffin (non-chocolate), yogurt covered pretzels, popcorn, 100% juice popsicles, or similar item.
3. Items such as, cake, cupcakes, cookies, and donuts will not be served and will be returned.
4. Most birthday celebrations are held at the end of the school day.
5. We do not have birthday parties at school.
6. Party invitations are not to be distributed in class unless the whole class is invited. Individual invitations can be sent out using the school directory.
7. Summer birthdays can choose a day during the school year.
8. Free dress is encouraged on the student's designated birthday.

Biting Policy

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

Cell Phones & Personal Electronic Devices

Including: Student Cell Phones, Tablets, Notebooks, MP3 Players and Cameras

All the afore-mentioned devices may NOT be used while the student is on campus between the hours of 7am and 5:30 pm, Monday-Friday.

- If such devices are brought on campus, they must be powered-off and stored in classroom-designated storage areas.
- Loss or damage to any such devices being brought or kept on campus will be the responsibility of the student and/or their parent/guardian.

- Such devices found to be in use or powered on, will be subject to immediate confiscation by School Administrative or Teaching staff, to be returned to the student's parent/guardian at the end of the school day and taken off-campus.
- All misuse of such devices will be managed through application of the school's Student Behavior and Discipline Policy.
- Any exceptions to this policy and/or its enforcement, such as specific use of a student's personal tablet in support of specific teaching/learning requirements (i.e. for an IEP) will be documented in writing by the Executive Director at her discretion.

Chaperones (see also Field Trips)

1. Chaperones must complete a Volunteer Application Form in the front office, present photo ID, and be cleared through the DPS system at least one week prior to the date of the Field Trip.
2. Chaperones will be chosen by the Field Trip coordinator or School Administrator
3. **Individuals must have all school fees paid in-full to participate as a chaperone.**
4. Chaperones must be 18 years of age or older.
5. Younger siblings are not allowed to accompany chaperones on trips (due to insurance guidelines).
6. Please dress appropriately.
7. Overnight chaperones must attend a mandatory meeting and adhere to additional rules.

Child Abuse Reporting

Per state law, school employees must report suspected cases of neglect, non-accidental injury, or sexual offenses against children to Child Protective Services (CPS) and / or local law enforcement agencies.

Any child who is a suspected abuse victim shall be made available to either CPS or the Police Department for questioning. The investigating agency will determine whether school personnel should be with the child during questioning. The CPS worker and/or the police may interview the student and all the children residing in the home or school grounds outside of the presence of school personnel. They may conduct interviews of the child without permission or notice to the parents where the suspected perpetrator is a family member. CPS has the authority to obtain school records upon written request. Individuals required to report suspected abuse are protected by state law from criminal liability.

Child abuse includes physical injury from an adult and/or another student. If the injury is by other than accidental means, report the incident to the Executive Director as above. A police report will be made.

Classroom Placement

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

Communication

It is the policy of Montessori Academy that parents and teachers have frequent communication. Notices and reminders will be sent home via e-mail, and many are posted to our website. It is the parent's responsibility to notify the office if e-mail is not a viable option or has changed. Please look for them and make sure to keep e-mail addresses up to date. It is VERY important that both parents read school updates. School communications will be posted in a timely manner on our website, www.montessoriacademyaz.org. They will contain important information about current and upcoming events. Check the school marquee. Our office e-mail address is maazoffice@montessoriacademyaz.org. E-mail is checked every weekday. Email is our preferred mode of communication, thus parents are encouraged to check their e-mail daily as well.

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

1. The parent/student should discuss the matter directly with the teacher or staff member involved.
2. If the first step does not solve the problem, the parent/student should discuss the matter with the Director of Education.
3. If the concern has not been resolved then the matter will be discussed with the Executive Director.

Custody

In cases where custody or visitation affects the school, the school shall follow the most recent court order on file with the school. It is the responsibility of the custodial parent or parents having joint custody to provide the school with the most recent court order. Restraining orders, court orders and injunctions can only be modified or rescinded by a court. It is recommended that custody agreements, approved by a court outside of Arizona, be registered with the local court system.

Dismissal

1. The last Wednesday of every month all students will be dismissed by 4:30pm.
2. Identification is required from any adult who is not known to school personnel and who comes to pick up a child. We reserve the right not to release the child to anyone other than the custodial parent or an authorized person as stated on the child's blue card. If someone else is going to pick up a child, we ask that the parent write a note or call the school office. In case of doubt, we will phone the custodial parent to confirm that someone else has been authorized to pick up the child.
3. On early dismissal days: Children must be picked up promptly at 11:30am (Short carline and Jr. Elem), 11:40am (Sr. Elem.), 11:50 (Middle School).
4. Written parental permission is required if a student is leaving campus unattended or with someone not on the student's Blue Card.
5. We recommend that all social plans (play dates) be preplanned, as we do not allow the students to use the office phones for these arrangements.
6. We ask that parents call the office if they are going to be late for any reason.

Drop-off and Pick-up

We ask that everyone be patient and courteous at these times. The following are the general rules, and we may post special alerts from time to time:

1. If a child is under 8 years of age and shorter than 4' 9", they must be properly secured in a child-restraint system, such as a child safety seat or booster seat.
2. No students are allowed in a front passenger seat of any vehicle unless the driver of that vehicle is the student's parent or guardian.
3. Observe safe driving practices and look out for parents and children in parking lots.
4. The carline is a NO CELL PHONE ZONE.
5. Student drivers are not allowed in carline.
6. If teachers ask a driver to pull forward or loop around, please cooperate without issue.
7. The carline is not a place for parent/teacher conversations – please park.
8. Please DO NOT park or leave vehicle unattended on the red curb or any carline area.
9. Please observe 5 miles per hour MAXIMUM while driving on campus.
10. Watch for entrance and exit signs. The exit gate is at the southeast corner of the campus; pull forward for the exit gate to open.
11. Dogs in carline must stay on the driver's side of the car, away from staff.

Front carline drop-off and pick-up sign-in and sign-out are expected to use the tablet. Parents of Toddler, Early Education, Kindergarten, and Extended Day students must pre-register for this capability or they will be required to check their students in and out through the office.

Emergency Response / Fire Drills

Montessori Academy has an approved Emergency Response Plan. We have fire drills each month in accordance with DHS policy, and at least one lock-down drill annually in accordance with Arizona Department of Education policy.

Emergency School Closings

Except for regularly scheduled holidays and school preparation days, Montessori Academy will be open for business Monday through Friday during normal business hours. The company recognizes that circumstances beyond its control, such as inclement weather, power/water outages, nation crises, or other emergencies, do occur. On such occasions, the company may close for all or part of a regularly scheduled workday.

Enrollment Process

In accordance with Arizona Revised Statutes, Montessori Academy has an open enrollment policy for our K-8th grade charter students. Montessori Academy accepts children in the following order:

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

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

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

- Completed enrollment application that has been signed and dated
- Completed emergency blue card that has been signed and dated
- Copy of immunization records
- Birth certificate
- Completed Title I form (K-8th)
- Signed Parent/Student Handbook Agreement
- Internet agreement
- Record requests (when applicable)
- Proof of Residency
- Home Language Survey
- Swimming pool release
- Extended day application (if applicable)

Environmental Policies

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

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

Extracurricular Activities (ECA) Fee

The State continues to reduce education funding. We are dedicated to our low student/teacher ratios, providing teaching assistants in each classroom, and having all K-8 students participate in classes such as Art, Culture, Outdoor Environment, and PE. The ECA fee is used to cover these benefits. These programs are not core curriculum, thus not covered by state funding.

Scholarships may be applied for. Montessori Academy also accepts tax credit donations for these purposes on a yearly basis. The ECA fee may be used toward an Arizona School Tax Credit, by request, before December 31st of the first semester.

Family Educational Rights and Privacy Act (FERPA)

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.

Student Records

FERPA gives a parent the right to inspect, review and seek correction for their child's educational records. Copies of this policy are on file in the office. If you wish to review your child's record, you may ask the school principal to set up a convenient time for such a review. If your child is enrolled in a special education program, contact the Director of ESS to arrange the review. If, after reviewing the records, you feel the information on your child's records is inaccurate, misleading or otherwise in violation of the privacy rights of your child, you may

request the deletion or modification of the records or enter into the records your own statements of clarification or explanation.

Upon reaching the age of 18, a student has all the legal rights and responsibilities previously given to a parent or legal guardian. Parents who claim a student 18 years or older as a dependent, may still have access to records.

Student records may be released to authorized district personnel or another school that the student wishes to attend. Student records will be released to others only with the signed and dated request of the person legally responsible for the student.

Notice of Directory Information to Parents

The Family Educational Rights and Privacy Act requires that Montessori Academy, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Montessori Academy may disclose appropriately designated "directory information" without written consent, unless you have advised the school in writing to the contrary. The primary purpose of directory information is to allow the school to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that produce school photos, or publish yearbooks.

If you do not want Montessori Academy to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify your school's principal in writing by September 10th.

Montessori Academy has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Awards received

Parents are encouraged to contact their school with any questions or concerns about FERPA. Parents also have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Montessori Academy to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

Field Trips

1. The educational program in each elementary and middle school classroom is expanded by the participation in purposeful, informative field trips taken throughout the year.
2. Our preferred mode of transportation for field trips is by contracted school buses or vans.
3. Parents are sometimes asked to accompany the class in order to help with driving and supervision. If a parent drives on a field trip, insurance coverage will be through the driver's primary insurance.
4. Please refer to the Volunteer policy.
5. Please watch for field trip permission slips. If you do not sign one, your child will not be permitted to attend the field trip.
6. If a child is under 8 years of age
7. If a child is under 8 years of age and shorter than 4' 9", they must be properly secured in a child-restraint system, such as a child safety seat or booster seat.
8. No students are allowed in a front passenger seat of any vehicle unless the driver of that vehicle is the student's parent or guardian.
9. Drivers for field trips may not make unauthorized stops. Please arrive with a full tank of gas.

Harassment, Bullying, Hazing, and Threats of Harm

Montessori Academy is committed to providing all students and staff with a safe school environment in which all members of the school community are treated with respect. Accordingly, students have the right to be free from any form of harassment, bullying, hazing or threat of harm. Students have the right and responsibility to report harassment, bullying, hazing or threat experiences, and to have that report processed by a knowledgeable staff member. Students found to be involved in these activities are subject to disciplinary consequences that may include warning, censure, suspension or expulsion from school, depending on the severity of the incidences and/or frequency of offenses. Counseling, mediation, community service and other programs where the student takes responsibility for the action may be used as alternative consequences.

Harassment is conduct that interferes with or limits the ability of an individual to participate in or benefit from the school's programs or activities. The conduct includes, but is not limited to, oral, written, graphic, electronic or physical in nature. Harassment categories include, but are not limited to, gender, race, religion, handicapping conditions or sexual orientation. A person commits harassment if the person:

- Anonymously or otherwise communicates or causes a communication with another person by verbal, electronic, mechanical, telegraphic, or written means in a manner that harasses.
- Continues to follow another person in or about a public place for no legitimate purpose after being asked to stop.
- Repeatedly commits an act that harasses another person.
- Surveys or causes another person to survey a person for no legitimate purpose.
- On more than one occasion, makes a false report to a faculty member.
- Interferes with the delivery of any public or regulated utility to a person.

Note: Bullying, Hazing, and Sexual Harassment are types of Harassment.

Bullying is repeated acts over time that involves a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying can be physical in form (e.g. pushing, hitting, kicking, spitting, stealing); verbal (e.g. making threats, taunting, teasing, name calling); or psychological (e.g. social exclusion, spreading rumors, manipulating social relationships). This includes cyber bullying defined as the use of electronic communication to bully a person, typically by sending messages or posting material of an intimidating, embarrassing, or threatening nature.

Hazing means any intentional, knowing, or reckless act committed by a student, whether individually or in concert with other persons, against another person, and in which both of the following apply:

- The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization (team, association, society, club, or similar group) that is affiliated with the educational institution.
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for enrollment, or intending to enroll within twelve calendar months. For purposes of this policy, a person as specified above shall be considered a “student” until graduation, transfer, or withdrawal from Montessori Academy.

Threats include any form of verbal or written statements or any other behavior that suggests that a person may do harm to another person or property. Students who threaten persons or property may be referred for expulsion or long term suspension unless the responsible administrator and parent agree that the student will participate in programs such as mediation, community service, restitution, alternative education or other programs in which the student takes responsibility for the consequences of the threat.

Threats against the life or health of another person are serious offenses and are subject to immediate removal from the school environment and investigation into the potential seriousness of the threat. Students who threaten the life of another student or adult may be subject to expulsion from school. In cases of threats perceived to be serious by the Threat Management Team, the parent has the option of a psychological evaluation conducted by a trained school psychologist to evaluate and explore possible contributing factors in a student’s aggressive behavior.

If you are being harassed, intimidated, threatened, or bullied: Make your feelings clear; tell the person who is harassing, intimidating or bullying you to stop. A bully may think you support the harassing, intimidating or bullying if you do not speak up. If the harassing, intimidating or bullying continues after telling them to stop, report the activity to the teacher, counselor, principal or other adult.

If you see someone being harassed, intimidated, threatened, or bullied: Never join in the harassing, intimidating or bullying behaviors. Resist any peer pressure to take part in abusive behavior. Help the person being bullied get out of the situation safely, ask if it has happened

before, and encourage them to report the harassment to the teacher, counselor, principal, or other adult.

Homework

The purposes of homework are preparation, practice, extension, and integration. Assigned homework is mandatory to complete and is graded. Students should expect and prepare for up to two hours of homework each night (Monday-Thursday) and possible additional assignments over the weekend. Student homework assignments are given out each week. Thus, students know their assignments in advance so they can learn to plan ahead and avoid conflicts or late night studying.

Regular weekday homework assignments may include:

- Math homework
- Writing homework
- Spelling homework
- Nightly reading
- Special Projects

Honor Council

See [our dedicated Honor Council web page](#) for information about the Montessori Academy Honor Council.

Insurance

Montessori Academy carries an insurance policy that complies with the requirements of the State of Arizona and Department of Health Services. The school does carry student accident insurance for specific occurrences. The school does not carry student dental insurance. If a student is injured during school activities, parents are responsible for their children's insurance and medical costs.

In an emergency, the school may call (911) paramedics who may decide that an ambulance should be called. These services are paid for by the parent.

Interviews by Law Enforcement Officers

Local officers are encouraged to visit our campus. They sometime come for lunch and contribute to an orderly, purposeful atmosphere, which promotes the feeling of safety conducive to teaching and learning. Additionally, officers provide law-related education to students in our school.

Officers may interview students as necessary regarding school related issues, as determined by school officials, or if the safety of the student population is a concern. Parents will be contacted if the student is to be taken into custody or if the student is subject to discipline for a serious offense.

If no issue of student population safety is presented, the following procedures are applied. If a police officer directs that parents are not to be contacted because the interview is related to criminal activity of the parent(s)/guardian, the school official shall comply with the request.

Unless these circumstances exist, the administrator will attempt to contact the parent. If the parent consents the parent will be requested to be present or to authorize the interview in their absence within the school day of the request. Where an attempt was made and the parent(s) could not be reached or did not consent within the school day of the request, the police officer will then be requested to contact the parent(s) and make arrangements to question the student at another time and place.

If a student is arrested or taken into temporary custody on school property during the school day, the school no longer has jurisdiction over the student.

The law enforcement agency making the arrest or administrator will notify the parents of the arrest. The administrator will notify the parents of the arrest or will make reasonable efforts to notify the parent when a student is arrested or when a student is taken into temporary custody and identify the law enforcement agency involved.

Late and Early pick-up/drop-off Fees

A fee of \$15.00 (\$5.00 for siblings) will be assessed per hour for students who are not picked up at the end of scheduled time for registered activity unless a written exception is approved. There is a 5 minute grace period.

A fee of \$1.00 per minute will be charged for students who are picked up after 5:30pm, after the school is closed, or past designated early release times; there is a 5 minute grace period. Chronically picking up students late will result in a meeting with the Executive Director and possible termination of program attendance.

Lost and Found

The collection box for lost and found is on the Elementary patio. Students and Parents are encouraged to check the box weekly. Each semester all items left in the box will be donated. Please label all of your child's clothes and personal items.

Lunch & Snack

1. Parents are to provide lunches for children Monday-Friday unless they utilize the school online lunch program.
2. Because we do not have the facilities to refrigerate lunches, we require that children have insulated lunchboxes and that each lunchbox has an ice pack.
3. Candy, gum, soda, and excessive sugar are not allowed. If a child comes to school with any of these items, they will be sent home. If you need ideas for healthy lunches, please ask your child's teacher or come to the school office.
4. We teach the children to reduce, re-use, and recycle whenever possible. Please pack your child's lunch in re-usable containers.
5. Please keep "warm-ups" under 2 minutes. Please provide a paper plate or paper towel to place the item on during microwaving, as needed.
6. Please provide forks and spoons as needed.
7. Toddler – Junior Elementary classrooms set up a parent-based snack calendar. Snack is provided based on participation.

8. Senior Elementary and Middle School provides a nutrition break for those students that bring their own nutritious snack.
9. You may get information on the lunch program from the office.

Medical Release / Liability Release

Parents, please note that school permission slips, which must be periodically signed by parents or guardians, contain the following or similar verbiage in regard to emergency medical care while a student is on a sanctioned school field trip for which you (will) have given permission.

MEDICAL RELEASE: I understand that every effort will be made to contact me in the event of any accident or injury to my child, but in the event that I cannot be reached, I hereby authorize the school representative to consent to whatever emergency medical or dental treatment, including x-ray examinations, anesthetic, medical or surgical diagnosis and treatment, hospital admission, or other related emergency health care needs, including emergency dental care, may be considered necessary or advisable by the physician or nurse in attendance and treating such injuries. It is understood that this authorization is given in advance of any specific diagnosis, treatment or hospital care being required, but is given to provide authority and power on the part of my agent to give specific consent for any and all such diagnosis, treatment or hospital care which the aforementioned physician or nurse in the exercise of his/her best judgment may deem advisable in an emergent situation. This authorization is given pursuant to the applicable provisions of A.R.S. §44-133.

RELEASE OF CLAIMS AGAINST MONTESSORI ACADEMY: As Parent/Guardian, I have voluntarily applied, on behalf of my child, to participate in the above-identified field trip. I understand that there are risks in my child's/ward's presence, transportation, and participation in this school-sponsored program.

I HEREBY AGREE ON BEHALF OF MY CHILD TO ASSUME ANY AND ALL RISK OF BODILY INJURY, DEATH, OR PROPERTY DAMAGE, ARISING OUT OF, OR CAUSED BY MY CHILD'S/WARD'S PRESENCE AND PARTICIPATION IN THIS FIELD TRIP. I HEREBY RELEASE MONTESSORI ACADEMY, AND ANY OF ITS AFFILIATED ORGANIZATIONS, AGENTS, EMPLOYEES, FROM ALL ACTIONS OR CLAIMS THAT MY CHILD, MY CHILD'S HEIRS AND/OR LEGAL REPRESENTATIVES NOW HAVE OR MAY HEREAFTER HAVE FOR BODILY INJURY, DEATH, AND PROPERTY DAMAGE RESULTING FROM MY CHILD'S PARTICIPATION IN THIS FIELD TRIP. I HAVE CAREFULLY READ THIS AGREEMENT AND AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF - ON BEHALF OF MY CHILD, AND MONTESSORI ACADEMY, AND I SIGN IT OF MY OWN FREE WILL.

BEHAVIOR EXPECTATIONS: I agree that the supervising personnel have the right at their discretion to enforce the established rules of conduct, and I agree to direct my child to cooperate and conform with directions of the supervising personnel.

Middle School Handbook

Please refer to the separate Middle School Handbook available on the Parents page our [school website](#) from the right-margin of the Parents page.

Non-Discrimination

No person connected with Montessori Academy, whether a student, employee or volunteer shall, on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, age, national origin, ancestry, and disability, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any educational program or activity.

Parent/Teacher Conferences

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

Payment Procedures

1. We accept Visa, MasterCard, and Discover. You may make arrangements to auto-pay your monthly tuition payment in the front office. (Tuition Express)
2. Tuition and/or fees are to be paid monthly starting August 1st. Payments will be considered late after the 5th of each month and be subject to a late fee of \$35.00.
3. Payments are to be sent to the office at: 6050 N Invergordon Rd. Paradise Valley, AZ 85253. Payments may also be dropped off in the front office. Please be sure to include your child's name on the check.
4. If a payment check is returned due to non-sufficient funds, it will be re-deposited one time and a \$34.00 fee will be assessed. After three returned checks, all future payments must be made by cash, cashier's check, or money order.
5. If a check is lost, the check writer must pay all charges for a stop payment and a new check issued.

Late Payments and Past Due Balances

1. If a payment has not been received by the 5th of the month, a late charge of \$35.00 will be assessed.
2. If tuition and/or fees remain unpaid and other payment arrangements have not been made, the school reserves the right to:
 - a. Remove the student from after-school activities including Tuition Based Program;
 - b. Terminate contract;
 - c. Dismiss the student without tuition abatement until the account is brought current;
 - d. Employ any and all rights and remedies allowed by law.
3. Families who fall more than one month behind in payment of tuition, without arranging for an alternate payment plan may not be eligible for continued enrollment in the program. This will be firmly enforced.
4. Enrollment contracts for tuition based programs will not be offered to students whose accounts are more than 30 days delinquent, unless payment arrangements have been made.
5. If you have any billing questions, please call the school office at (480) 945-1121.
6. If it becomes necessary to turn this contract over to an attorney or collection agency to enforce any of the terms hereof, the School shall be entitled to recover collection costs, expenses and reasonable attorney fees. (minimum 33%)

Pets

See **Animals** section elsewhere in this document.

Pools

There are two swimming pools on campus, licensed by the Maricopa Department of Environmental Services for semi-public use. Pools are open between April and October. The pools may be used during physical education class (1st – 8th grade). Hours may be extended for additional programs. The teachers will notify you when this will happen. There will be a lifeguard on duty when the pool is open. Pools may be reserved for pool parties. Please see Front Office to discuss your reservation needs.

Physical Education

P.E. class participation is required for 1st-8th grade students. Kindergarten through 8th grade students are required to wear appropriate shoes on PE days. Middle School and Senior Elementary students may change clothes before PE. Students may wear their bathing suit under their uniform on swim days. Bring a change of uniform, towel, and sunscreen. Per the dress code, no revealing bathing suits (bikinis) may be worn.

Physical Education - Excuses

For any student to be excused from physical education activities, the following process must be used:

- For a temporary excuse of three days or less, the parent must submit a note to the nurse before the student attends class. The note must specify the illness or injury.
- For long-term excuses of more than three days, the parent is required to obtain a written statement from the student's physician describing the health problem and the length of time to be excused from active physical education participation.
- Students who have been out with a doctor's excuse shall require a written release from the attending physician before returning to activities unless the original physician written request provides a return to activity date.
- When a medical excuse from physical education creates an absence from active participation exceeding a total of 20 days in a semester, the requirement for physical education will be waived if the parent/guardian so requests. The principal will arrange for an appropriate alternative program. No grade penalty will be applied.

Pledge of Allegiance

We will set aside a specific time each day for those students who wish to recite the Pledge of Allegiance to the United States flag.

Promotion/Retention

Students will normally progress from grade to grade. However, when data indicates that retention is in the best interest of a student's academic progress, there needs to be close cooperation and communication between the parents and appropriate school personnel. Each student considered for retention will be given individual considerations and decisions regarding retention will be made only after careful analysis of all data related to the student's growth and development.

In accordance with state law, teacher(s) make the decision for promotion or retention of students. Decisions for kindergarten through eighth-grade students should be based on the following criteria:

- 1) a student's academic achievement,
- 2) attendance/discipline records,
- 3) standardized and alternative assessment results and
- 4) any other information considered pertinent to the recommendation.

Refunds

No refunds are given for any program.

Scholarships and Financial Aid

1. Montessori Academy has a limited amount of scholarship money available to help those families in need. Scholarship funds are restricted to ECA fees.
2. Applications are available in the school office. Applications must be completed and turned in at the time of registration.
3. Scholarships are reviewed once a year.
4. Financial Aid is available for tuition based programs. Financial Aid will be given in return for trade services. Each case will be reviewed by Administration and parents to determine what trade services may be accepted in return for financial aid.
5. Payment plans are available.

School Property/Personal Property

Student lockers, school textbooks and library books, classroom materials, equipment, and facilities are the property of the school and remain, at all times, under the control of the school. However, students are expected to assume full responsibility for the security and safekeeping of their lockers, books, classroom materials, and other property and equipment. Inspections of lockers and desks may be conducted by school authorities at any time without a search warrant or student consent. This may include the use of canine searches of lockers.

Personal items that are not considered necessary for the student's educational experience should be left at home, as the school cannot assume responsibility for these items. Please note that the use of backpacks is not allowed until 6th grade. Montessori Academy drawstring bags are available for purchase in the office for all grade levels.

Special Education

Special Education Federal and state law requires school districts, charter schools and other public education agencies to provide a free, appropriate public education to eligible children with disabilities. This free, appropriate public education refers to special education and related services described in an Individualized Education Program and provided to the child in the least restrictive environment. Children with disabilities, and their parents, are guaranteed certain educational rights, known as procedural safeguards, from birth to age 22. The law and its implementing regulations also provide methods to help you assure that your input is considered. For a copy of the procedural safeguards call the school's Director Exceptional Student Services at 480-945-1121.

If your child is having difficulty in school, please check with the teacher to determine what interventions have been tried to help your child succeed. If the interventions are unsuccessful, a referral for special education evaluation may be necessary. You may contact the Director of ESS if you wish to make a referral personally.

Preschool Child Find:

If you think your preschool-age child may have speech or other delays, please contact <https://des.az.gov/services/disabilities/early-intervention/information-families-about-azeip>

Special Services

For information regarding English Language Learners, Section 504, Special Education, and Gifted Services, please contact our Director of ESS at 480-945-1121.

Special Requests for Paperwork

From time to time, teachers are asked by students or their parents to provide recommendation letters, complete survey forms, or process other paperwork outside of typical Montessori Academy usage, standards, or purposes. It is the school's general intent to accommodate such special requests given reasonable notice; however, we ask that they be routed through School Administration for review, tracking, prioritization, and potential fee assessment. Decisions are made by the Executive Director or Director of Education.

Student Behavior & Discipline Policy

Please refer to [Appendix B - Student Behavior & Discipline Policy](#) document, available on our school website.

Technology

Please refer to the policy documents on this topic, available on our school website, including the [MA Internet Safety Policy](#). See also *Cell Phones* section of this document.

Toys

There are no toys permitted at school during regular school hours. Toys for after school play must be kept in a Montessori drawstring bag or in a designated classroom space. Violent toys and electronic toys are not permitted. The faculty reserves the right to remove any toy that is inappropriate, being misused, or causing a problem with the class. The school is not responsible for lost or broken toys. Strategic card games are not considered a toy as long as there is no trading and they do not cause disruption.

Tobacco Policy

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

Transportation

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

Tutorials

Tutorials may be offered in K – 8th grade. Students requested by teachers to attend tutorials are at no charge. Teachers offering individual tutoring services charge \$40.00 per hour. The teacher must have the tutoring arrangement approved by Administration.

Uniform Policy & Dress Code

Please refer to [Appendix A - Student Uniform Policy & Dress Code](#) document available on our school website.

Visitor Regulations

All visitors must check in at the office and obtain a visitor's badge.

Volunteer

Parents are expected to contribute 30 hours of volunteer time, per family, per year. We are a non-profit organization so we appreciate those who add their support with their time as volunteers. Interested volunteers may pick up a volunteer packet in the office.

Parent/Family volunteer hours may optionally be bought out at the rate of \$20/hr in cash-based only charitable donations to the school, which operates as a 501(c)(3) non-profit; such charitable contributions may offer tax-deductible aspects to the benefactor. Cash funds donated under this buy-out method of volunteer contribution may **not** be used in support of the AZ School Tax Credit.

Weather

Administration monitors the weather daily for heat advisories and pollution alerts. The following are guidelines for weather restrictions on taking students outside for recess:

- Excessive Heat Warning (>100 degrees F): Children can stay out for 10-15 minutes
- 90-100 degrees F: Children can stay out, but they must have plenty of water
- Shade areas/indoor spaces are provided during recess when there is an excessive heat warning

Withdrawal Procedure

A \$100 withdrawal fee will be assessed for breaking a tuition-based contract. A state withdrawal form is required for a student in grades K-8.

Section III – Health Information

We are regulated by the Department of Health. Department of Health Services: 150 N 18th Avenue, Phoenix, AZ 85007-3244, 602-542-1025. Inspection Reports may be found in the front office and are available upon request.

Allergies

Make sure that you note any and all allergies on your student's emergency card. Parents are asked to assist the school in the prevention, care, and management of their child's food allergies and reactions. We are not a "nut-free" environment.

Chronic Illnesses

In cases where medical documentation can be provided regarding a long-term illness or an ongoing medical condition, parents should be in contact with the school regarding the chronic health program.

Communicable Disease/Illness: School Attendance

For the well-being of all students, parents are expected to contact the office when their student has contracted a communicable disease. Students who have been diagnosed by a physician to have a communicable disease or who have been assessed by the school to have symptoms that may indicate a communicable condition must be excluded from school and school activities until the physician releases the student to return or the period of contagion has been passed and the following criteria have been met:

- If the student is sent home ill, student should be fever-free for 24 hours (temperature below 100°F without fever reducing medications);
- Student must be free of diarrhea and vomiting for 24 hours before returning to school;
- If antibiotics or medication were prescribed by a physician, student must have completed initial 24-hour dosage of medication;
- Rashes must be completely gone;
- Clear or no nasal discharge.

If a child is sick at school, the parent will be called for quick pick up. If a parent is unavailable, the school will continue to call contacts on the student's emergency card, until an arrangement for pick up is made.

Emergency Card

Each year, a student's parent/guardian must complete and sign the student emergency card in order to complete registration and enrollment. Emergency cards are not retained from the previous year. It shall be the responsibility of the parent/guardian to immediately notify the office of any changes to home, work, cell, or emergency contact telephone number or address changes.

Immunizations

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

Injury

You will be contacted in the event of a serious injury to any part of the body as well as any injury (even minor) to the head. If the injury requires a physician's attention, you will be asked to pick up your child.

In an emergency, the school may call (911) paramedics who may decide that an ambulance should be called. These services are paid for by the parent.

Lice

Lice are prevalent in Arizona schools and public venues. Although not mandated, Montessori Academy does occasionally conduct "lice checks". When a case of lice is reported, the school makes every effort to check the students in the specific class that may be affected and any siblings. This does NOT guarantee the absence of lice. We rely on the diligence of parents to seek EFFECTIVE treatment and continuous follow-up.

Lice must be reported to the office. Any child with lice must stay home until they are "nit" free. The student must be checked by the office before returning to class. Additional information is available in the office.

Medication

1. Medication is to be brought directly to the office by an adult. It is NOT acceptable to send it in a child's backpack, lunchbox, etc. Medication will only be administered with a signed medication form. This form can only be found at the front office.
2. Over the counter medication must be in the original container and labeled with the child's name.
3. Prescription medication must be in the original prescription bottle.
4. Permission may be granted for student's to carry their inhalers, diabetic supplies/insulin, or epi-pens.
5. If a child takes medication daily, it is the responsibility of the parent to make sure there is enough medication in the office. The office is not responsible for medication that has run out.

Appendix A - Student Uniform Dress Policy

Mandatory School Uniforms & Dress Code – All Students (Toddler - Middle School)

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

Our concern is neither to dictate fashion nor limit individual freedom of expression; our goal is to establish a school climate that focuses on academic pursuits. With this in mind, we have established the following Mandatory School Uniform Policy. New students will have ten school days from their start date to be in uniform; dress code will be applied at all times.

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

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

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

Styles

Tops: collared, solid; white, light blue, or navy, (Middle School students (only) may select black) with school logo on upper left. Color samples are available in the front office, on the *epluno* website, or at the Educational Outfitters store.

Bottoms: solid pants, shorts, jumpers, skirts or skorts must be navy, black, or khaki/tan. Jumpers, skirts or skorts are also available in approved official plaid. Navy dresses may also be worn. Leggings in uniform color may only be worn under dresses, jumpers, skirts, skorts, shorts, or shirts no shorter than mid-thigh. No jeans or athletic/sweat pants.

Materials

Tops: knit polo-type, Oxford or woven dress shirts and blouses.

Bottoms: plain, solid-color twill, chino fabric. No jeans, denim, or denim-look materials.

Materials to be avoided include: sheer; translucent; silk or silk-like polyester or microfiber.

Hemlines

Hemline Policy: As measured with the student standing:

1. the hemline of the student's **skirt, jumper, or dress** shall not be any higher than 3" above the crease on the back of the knee.
2. the hemline of the student's **shorts or skorts** pant-leg shall not be any higher than 4" above the crease on the back of the knee.

Fridays and Spirit Days

The students may wear school spirit clothing on Fridays and designated days. Jeans, or other free-choice bottoms may be worn on Fridays with a uniform collared shirt or a Montessori Academy t-shirt. Participating students may wear approved team or club uniforms on the day of their event. If the event falls on a Saturday, the student may wear the uniform on the Friday before the event. Dress code must always be followed.

Toddlers and Early Education

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

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

Problem Avoidance

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

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

Enforcement of the School Uniform Policy

Enforcement of the dress code begins with each parent and student exercising responsibility and good judgment. Montessori Academy is a school of choice, thus parents choosing to send their children to Montessori Academy have agreed to abide by the school's policies by enrolling their child(ren). All professional staff members have the obligation of reporting school uniform violations to the Principal. Each violation shall be documented.

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

1. The consequences for a first non-compliance with the school uniform policy will be an awareness report. The student will be given a suitable replacement article of clothing to wear for the day.
2. The consequences for a second non-compliance with the school uniform policy will result in an awareness report and the parent will be called. The student will be given a suitable replacement article of clothing to wear for the day.
3. The consequences for a third non-compliance with the school uniform policy will result in an incident report and the parent will be called to come and drop off appropriate clothing or to pick up the student so that he/she can go home to change into appropriate clothing. The student may be placed in in-school suspension until his/her parent arrives.
4. **Students who repeatedly violate the school uniform policy (more than 3 non-compliances in a semester) will be placed on the discipline steps per the school's discipline policy, and lose specific uniform item privileges (e.g. no skirts) for a period of no less than 3 weeks.**

Parents will have the opportunity to donate to the school and/or exchange with other parents clean, used school uniform items throughout the year.

Appendix B - Student Discipline Policy

Introduction

We strive to help students by teaching them appropriate behavior patterns and how to develop self-control. Discipline rules and guidelines for dealing with violations of the rules have been established by school Administration.

A level 1 violation is a violation that can usually be addressed in the classroom. If these behaviors continue, the matter moves to a level 2 concern. Parents will be informed that their child was disciplined for level 2 violations. A level 3 violation is a more serious violation, which will be referred to school Administration immediately. Parents will be informed and will receive written documentation if a child is disciplined for a level 3 violation. Montessori Academy does not use corporal punishment.

The investigation process for each report will ensure that all of the facts are presented. Teachers will ask who, what, where, when and why for each behavioral issue pertaining to their students.

It is not the intent of the handbook to define all school or criminal violations. It is the intent of this handbook to define school policies.

How the Point System Works

1. A student receives a Report regarding a student behavior problem, including:
 - a. date of the infraction,
 - b. points assigned within 24 to 48 hours
2. The violation will be classified, and the points that go with the violation will be added to the student's discipline record. A consequence will also be assigned at that time.
3. Students are allowed to accumulate 100 discipline points for the entire school year but no more than 75 points per semester. Points are cumulative beginning the first day of school. Points given for Level 2 and Level 3 remain on record. Level 1 points are removed annually.
4. If a student accumulates 50 points of infractions during a semester, and/or 50 points in Level 2 or Level 3 infractions, she/he will be placed on a Disciplinary Contract. This may include a Behavior Plan that will provide the student with clear limits as to her/his future behavior and consequences that may occur if the plan is violated.
5. A student who accumulates more than 100 points of infractions during a school year, or 75 points during the course of a semester, has lost the privilege of continuing as a student in good standing, may not participate in overnight trips, and may be referred to Montessori Academy Corporate Board for expulsion.

Unacceptable Behaviors

The following infractions are grounds for disciplinary action if committed on or about the school campus, at any school-sponsored function, or in transit to or from a school sponsored function, including but not limited to clubs, sports, and all extra/co-curricular activities. Level 3 behaviors that persist over the course of a student's years enrolled at **Montessori Academy (MA)** will result in

escalated consequences. If a violation is of a violent nature or includes the threatening of bodily harm, local community police may be called to discuss the matter with the student(s) and/or their parents.

Ref#	Offense	Definition	Level	Points
1	Alcohol	Use, possession, sale or being under the influence of alcohol on school property or at school events. Refusal to submit to a breathalyzer test will result in an automatic 9-day suspension.	3	50 to 100
2	Assault	Actual and intentional touching or striking of another person against his/her will and intentionally causing bodily harm.	3	50 to 100
3	Biting	Teeth and mouth contact to another student's (or anyone's) skin	1 to 3	5 to 50
4	Bullying	Form of aggression in which: (1) behavior is intended to harm or cause distress, (2) behavior occurs repeatedly over time, and (3) there is an imbalance of power or strength among the parties. Imbalance of power may be physical (hitting/shoving), verbal (name-calling/threatening), or psychological (shunning, manipulating friendships). Bullying contracts remain in effect until the student graduates or does not return as a student at MA.	2 to 3	15 to 100
5	Cell phone / Electronic Device	Use of all cell phone/electronic device in violation of a classroom expectation. Refusal to give up a device may result in an automatic suspension from school. Confiscated devices will not be returned until the end of the day.	1 to 2	5 to 25
6	Cheating	To avoid the rules by copying another's work, fraudulently obtaining answers to school work to test by copying, collaborating, buying, selling, stealing, bribing, or any other means. Level/point assignment depends on the nature of the incident. Consequences range from zero on the task to loss of credit for the class.	1 to 3	5 to 100
7	Defiance	Defying, open, bold resistance to staff members acting in their capacity as MA employees, resistance to school rules and regulations.	1 to 3	15 to 50
8	Discriminatory Language / Behavior	Discriminatory language and/or behavior deemed by anyone present (target or bystanders) as offensive to an individual's <i>perceived or presented</i> : race, gender, religion, or culture. May arise as a form of Teasing.	2	15 to 25
9	Disorderly Conduct Disturbing Peaceful Operation of an Educational Institution	Behavior that disturbs and /or is disruptive to the orderly procedure of the school; assisting or encouraging others to participate in such conduct. (includes horseplay)	2 to 3	5 to 25

Ref#	Offense	Definition	Level	Points
10	Disrespect	Showing lack of respect to any adult or student	1 to 2	5 to 25
11	Dress Code Violation	Failure to follow the code.	1	0 to 10
12	Drug Paraphernalia	Possession of any article related to the use of drugs or tobacco products.	3	50 to 100
13	Drugs	Use, possession, sale or being under the influence of any illegal substance or regulated pharmaceuticals on school property or at school events. Refusal to submit to a urine test will result in an automatic 9-day suspension	3	50 to 100
14	Drug Look-Alike	Possessing or selling look-alike drugs or items attempted to be passed off as drugs and/or contraband	3	50 to 100
15	Endangerment	Behavior that may be dangerous to another person or to oneself	2 to 3	15 to 100
16	Explosive Device	Use, possession, or sale of any explosive device	3	100
17	Fighting	Physical contact or a hostile encounter between opposing forces, usually involving pushing and shoving rather than an exchange of blows	2 to 3	15 to 100
18	Fireworks / Pyrotechnics / Fires	Lighting fireworks or setting fires of any kind on school property or at school-related events. If injury occurs or school property is damaged, the act may be treated as Level 3	2 to 3	15 to 100
19	Flight - Unauthorized	Unauthorized flight to avoid school personnel	2 to 3	15 to 25
20	Forgery, Identity Theft	Impersonating another individual, writing or possessing school documents without permission	2 to 3	15 to 50
21	Gang Material, Signs, Logos, Paraphernalia	Student or group of students demonstrating and associating with others, individually or collectively as having antisocial behavior or from their joint efforts engaging in criminal behavior or behavior unbecoming to the educational setting	2 to 3	15 to 100
22	Graffiti	The marking of names or symbols causing vandalism	1 to 2	0 to 25
23	Harassment	Any willful act done by a student, either individually or with others, to any person for the purpose of subjecting the person to indignity, humiliation, intimidation, physical abuse or threat of abuse, social, or other ostracism, shame, or disgrace	3	50 to 100
24	Inciting Misbehavior	Urge; provoke; encourage; spur on; set in motion; misbehavior (including inciting a fight)	2	15 to 25

Ref#	Offense	Definition	Level	Points
25	Laser Pointer	Possession and/or use of a device emitting strong light	1 to 2	5 to 25
26	Lighters / Matches	Mechanical, paper, or wooden devices used in lighting or igniting cigarettes, cigars, or pipes for smoking or setting other items on fire	1 to 2	5 to 25
27	Littering	Intentionally discarding refuse, trash, debris, and /or other undesirable objects	1 to 2	5 to 25
28	Loitering	Being in an area on campus without authorization	1	0 to 10
29	Lying	Giving false information to mislead	1 to 3	5 to 50
30	Obscene / Pornography	Use of vulgar, coarse, crude, lewd, repulsive, language or gestures and the use of pornographic materials not acceptable in an educational setting	2 to 3	15 to 100
31	Other	Discipline issues not identified by existing codes	1 to 3	5 to 100
32	Pass Violations	Misuse of pass for any reason other than intended	1	5 to 25
33	Plagiarism	To steal and pass off the ideas or words of another as one's own: use of another's production without crediting the source; to commit literary theft: present as new and original an idea or product derived from an existing source, even one created previously by the student. Level/point assessment is dependent on the nature of the incident. Consequences range from: a score of zero on the assignment, required rewriting, and/or loss of credit for the course.	1 to 3	5 to 100
34	Profanity	Use of foul language	2 to 3	5 to 25
35	Public Display of Affection	Physical conduct by students that is inappropriate	1	0 to 10
36	Sexual Conduct / Harassment	Engaging in or using sexual language, activities, intimacies, gestures. Sexual statements or actions, which intimidate or demean others.	2 to 3	15 to 100
37	Social media	Online posting of threatening, demeaning, lewd, or otherwise inappropriate photos, videos, comments about students or staff, which may contribute to bullying/harassment or aggravation of a situation.	2 to 3	15 to 50
38	Tardiness	Arriving to school or class after the appointed time.	1	0 to 10
39	Technology Violation	Violating school, school district, and /or teacher technology or Internet Safety policies.	1 to 2	5 to 25

Ref#	Offense	Definition	Level	Points
40	Theft	Fraudulent taking and carrying away any of an item/thing without claims of right, using it without owner consent. Includes school or personal property.	2 to 3	15 to 100
41	Threatening / Intimidating	Verbal/nonverbal or written threats, which intimidate or threaten person(s) or property.	3	50 to 100
42	Tobacco	Use, possession, or sale of tobacco on school property or at school events.	2	15 to 25
43	Truancy / Unexcused Absence	Absence from one or more classes that has not been excused by parent or guardian and confirmed by school personnel in accordance with school policy.	1 to 2	20 pts per class, 20 pts per day
44	Unsportsmanlike Conduct	Behaviors that reflect badly on ethics and nominally sportsmanship-like actions that violate the characteristics of trustworthiness, respect, responsibility, fairness, caring, and citizenship. Consequence may include suspension from school and/or extracurricular participation.	1 to 2	5 to 25
45	Vandalism / Destruction of School Property	Willful or malicious destruction of school property or the personal property of school personnel or students attending school.	2 to 3	15 to 100
46	Weapons	Bringing to school, possession, and/or brandishing of a dangerous instrument that could result in harm to others	3	50 to 100

Levels of Misbehavior

Level 1: Serious

Violations of **LEVEL ONE** offenses of the Student Code of Conduct will result in an Awareness report and student being subject to at least one of the following disciplinary measures:

- Up to 14 points assigned
- Verbal warning
- Awareness Report
- Written Assignment, including a letter of apology
- Work Service – Saturday Work Crew
- Loss of privileges
- Any other disciplinary management option deemed appropriate by the Administration. This is inclusive of withdrawal of privileges, such as participation in extracurricular activities, eligibility for seeking and holding student offices, or membership in school-sponsored clubs and organizations may be imposed. Penalties identified in individual student organizations' extracurricular standards of behavior may also be applicable.

Level 2: Severe

These infractions are of a more serious nature or persistent continuation of **LEVEL ONE** conduct violations and will result in an Incident Report. Certain **LEVEL TWO** violations may be elevated to **LEVEL THREE** based on severity and context of the misconduct.

- From 15 – 49 points assigned
- Parent Notified
- Student removed from the Classroom
- Parent may be asked to stay with student in the classroom
- Incident Report
- Work Service – Saturday Work Crew
- Behavior Plan
- On or Off-campus Suspension (1-3 days)
- Points remain in student record

Level 3: Extreme

These infractions are of the most serious nature or persistent continuation of **LEVEL TWO** conduct violations, will result in a Disciplinary Contract, and *may* result in suspension or expulsion. Suspension and Expulsion events become part of a student's permanent record.

- From 50 – 100 points assigned
- Long term suspension or Expulsion
- Principal/school board notification
- Loss of Activity participation including graduation ceremonies and overnight trips
- Police contact

- Incident Reports recorded at Level 3 will remain in the student’s permanent school record.

Disciplinary Consequences

A.R.S. § 15-843(B) authorizes the Montessori Academy Corporate Board, in consultation with teachers and parents, to prescribe disciplinary rules, which must “be consistent with the constitutional rights of pupils” A.R.S. § 15-843 (B)(4) specifies the disciplinary rules shall include procedures for “dealing with pupils who have committed or are believed to have committed a crime.”

Definitions of Consequences

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

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

Loss of Privileges: Privileges may be revoked for improper behavior. Privileges will be reinstated on a case-by-case basis.

Disciplinary Contract: A meeting will be called with parents, students, program level team, and Administration to review and sign a contract individually based on repeated school violations/suspensions. This is the last step before separation from the school.

Expulsion: Expulsion is permanent exclusion from school. Only the Montessori Academy Corporation Board has the authority to expel students.

Extra-Curricular Restriction: Loss of participation in extracurricular activities (events, athletics, dances, performances, trips, etc.) for an extended period of time. No refunds are given for activities that have been revoked due to discipline issues.

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

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

Out-of-School Suspension: This form of suspension will result in a temporary exclusion from classes and school. Parents will be notified if such an assignment is warranted for a serious violation. Students assigned to out-of-school suspensions must complete all work assigned by the

teachers and must return completed work to the teacher on the day the student returns to school. Students who are suspended are not to be on school property for the duration of the suspension.

Saturday Work Crew: A disciplinary intervention for Level 1 infractions held on Saturday Mornings (DATES TO BE ANNOUNCED). The student is required to arrive at the designated classroom by 7:30 for check-in and prepared to work for two hours, until 9:30. Any student who shows up without work will be sent home. No student will be allowed to leave early. Parent/guardian must provide transportation, and may be requested to stay.

Work Service: An agreement between the student/parent with administration to reduce points.

Appeal procedure for expulsion

Due process will be followed in any disciplinary proceeding. The student and/or a parent/guardian of a minor student must initiate an appeal of disciplinary action in writing. Appeals must be directed to the Principal prior to the effective date of the disciplinary action. The appeal must state the arrangements being requested and the reasons. Discipline will be put on hold until appeal is resolved. The affected teacher(s) will be informed of the appeal.

MONTESSORI ACADEMY HANDBOOK AGREEMENT FORM

THIS HANDBOOK AGREEMENT FORM WILL BE KEPT ON FILE IN YOUR CHILD'S PERMANENT SCHOOL FILE FOR THE DURATION OF ENROLLMENT IN MONTESSORI ACADEMY.

It is very important to read and understand the Parent/Student Handbook, the included Montessori Academy Guarantee, and the Behavior Expectations and Discipline Policy documents. Revisions are made annually and we encourage you to read carefully.

BY SIGNING BELOW YOU AGREE TO:

▶ ABIDE BY THE TERMS AND CONDITIONS STATED WITHIN OUR SCHOOL HANDBOOK ANNUALLY

▶ AND THAT YOU WILL UPDATE YOURSELF AT LEAST ANNUALLY ON THE TERMS AND CONDITIONS STATED WITHIN OUR SCHOOL HANDBOOK, AND REVIEW AGAIN WHEN YOU ARE ALERTED TO IMPORTANT UPDATES BY THE SCHOOL

Print Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Print Student Name: _____

Students in Grade 4 and above must sign this form.

Student Signature: _____ Date: _____