

Mission Montessori Schools

Mission Montessori at St. Anthony
12990 E. Shea Boulevard

Mission Montessori at St. Apkar
8849 E. Cholla St.

Parent/Student Private(Infant-Primary) School Handbook 2023-2024

www.missionmontessori.com

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The Board of Directors and Administration for Mission Montessori Schools

The board is responsible for meeting the mandates of the Arizona State Board of Education and the overall operation of the charter school. JoDene Tryon is the Executive Director of Mission Montessori Academy, Mission Montessori Academy at St. Apkar and Mission Montessori at St. Anthony and The Farm at Mission Montessori (Middle Years Program), referred to herein as Mission Montessori Schools.

Administrative Team

Executive Director	JoDene Tryon
Head of Schools	Joslyn Maike
Head of Elementary School	Kelly Wisley
Head of Private School	Maura Kelly

Business Office

Registrar	Renee Gagliano
Business Manager	Victoria Allen
Business Accounts	Jennifer Martin

Mission Montessori Academy at 96th St

Head of Elementary	Joslyn Maike
Site Manager	Renee Gagliano

Mission Montessori Academy at St. Anthony

Head of Private Program	Maura Kelly
Site Manager	Debbie Wright

Mission Montessori Academy at St. Apkar

Head of Private Program	Maura Kelly
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Mission Montessori Schools Mission Statement:

The Mission of Mission Montessori Academy is to create opportunities for success through use of the Montessori curriculum to enable students to develop strategies, to acquire knowledge, skills, and values needed to become self-reliant citizens.

Mission Montessori Schools - GOALS:

- To promote the highest standards of academic achievement for all students;
- To assist each child in the development of personal autonomy;
- To demonstrate and encourage the use of effective, positive communication skills;
- To nurture the development of self-discipline, self-control, self-confidence and positive self-esteem within each child;
- To guide each child toward constructive decision-making and behavioral choices that demonstrate respect for self and others;
- To foster the joy of learning within the child;

Mission Montessori at St. Anthony: A Private School for ages Infant - age 6

Mission Montessori at St. Anthony is a private school, licensed, regulated, and monitored by the Arizona Department of Health, which is located at 150 North 18th Ave. suite 400 Phoenix., AZ 85007. The phone number for the Arizona Department of Health is (602) 364-2539. Reports can be viewed upon request in the main office of Mission Montessori, located at 12990 E. Shea Blvd., Scottsdale, AZ.

Mission Montessori at St. Apkara: A Private School for ages Toddler - age 6

Mission Montessori at St. Apkara is a private school, licensed, regulated, and monitored by the Arizona Department of Health, which is located at 150 North 18th Ave. suite 400 Phoenix., AZ 85007. The phone number for the Arizona Department of Health is (602) 364-2539. Reports can be viewed upon request in the main office of Mission Montessori, located at 12990 E. Shea Blvd., Scottsdale, AZ.

Mission Montessori Academy: A Charter School for grades Kinder - grade 5

A charter School is a form of public school. It is a component of the national public school reform. Mission Montessori Academy originally received its Charter in 2000 from the Arizona State Board of Education, is currently under the sponsorship of the Arizona State Board for Charter Schools, and like other public schools, is funded by the state. Mission Montessori Academy meets and exceeds the required Arizona State Standards of Education. All kindergarten through eighth grade students take the required standardized tests during the specified testing window(s).

Mission Montessori Middle Years Program (The Farm at Mission Montessori Academy) for grades 6 - 8

A charter School is a form of public school. It is a component of the national public school reform. The Farm at Mission Montessori Academy received its Charter in 2012 from the Arizona State Board of Education, is currently under the sponsorship of the Arizona State Board for Charter Schools, and like other public schools, is funded by the state. The Farm at Mission Montessori meets and exceeds the required Arizona State Standards of Education. All seventh and eighth grade students take the required standardized tests during the specified testing window(s).

Equal Opportunity

Mission Montessori Schools provide equal participation and opportunities to all of its students and all employees who submit a timely application based upon space or position availability, without regard to ethnicity, national origin, creed, gender, and physical disability, and age, proficiency in the English language or athletic ability. It is Mission Montessori Schools' policy that harassment will not be tolerated and such behavior will be subject to disciplinary actions. If an administrator, teacher, assistant or other employee of Mission Montessori Schools becomes aware of behaviors or language that could be considered harassment, or knows that students or parents are involved in such behavior, appropriate action to correct the behavior will be taken.

CONTACT INFORMATION

Mission Montessori at St. Anthony: 12990 E. Shea Blvd.

Phone number is 480-699-4950

The main campus consists of one (1) Infant classroom; one (1) Transition Toddler classrooms (12 months- 2 years old); one (1) Toddler classroom (24-36 mths.) two(2) Primary classrooms (3 to 6 years old)

Mission Montessori at St. Apkar: 8847 E. Cholla Rd

Phone number is 480-699-4950

The campus consists of (1) Toddler Transition classroom (12-24mths) (1) Toddler classrooms (24 months- 36 mths.); (2) Primary classrooms (3-6 years old)

Mission Montessori Academy Elementary: 11050 N. 96th St.

The Elementary Campus consists of (3) Lower Elementary classrooms (grades 1-3) and (1) Upper Elementary Classroom (grades 4-6)

Phone Number is 480-699-4950; fax 480-314-3346

Mission Montessori Middle Years Program (The Farm at Mission Montessori Academy) for grades 6 - 8: 11050 N. 96th Street

Phone number is 480-699-4950; fax is 480-3143346

The Middle School Campus consists of three (1) Learning Community (grades 6-8)

**ALL SCHOOL PERSONNEL CAN BE CONTACTED BY CALLING THE INDIVIDUAL
CAMPUSES**

CONTACT THE AFTERCARE STAFF:

MM at St. Anthony (Primary) at 480-699-4950 ext. 63

MM at St. Apkar (Toddlers; Primary) 480-699-4950 ext. 42

HOURS OF OPERATION

Office hours

7:30 AM to 4:00 PM- All Campuses

Campus Hours

St. Anthony: 7:30 AM-5:30 PM

St. Apkar: 7:30 AM-5:30 PM

Program Hours

St. Anthony:

Half Day: **Toddler** 8:30 AM-12:00 PM /**Primary** 8:30 AM-12:30 PM

Full Day: **Toddler/Primary** 8:30 AM-2:45 PM/**Kindergarten** 8:00 AM-2:45 PM

Extended Day: 7:30-8:30 AM and 3:00-5:30 PM

St. Apkar:

Half Day: **Toddler** 8:30 AM-12:00 PM /**Primary** 8:30 AM-12:30 PM

Full Day: **Toddler/Primary** 8:30 AM-2:45 PM/**Kindergarten** 8:00 AM-2:45 PM

Extended Day: 7:30 AM-8:30 PM and 3:00 PM-5:30 PM

EARLY RELEASE - All Grades: 12:30 pm/Toddlers 12:00

Extended Day Program

Toddler, primary and kinder students – Shea Campus - 7:30 am - 8:30 am & 3:00 pm - 5:30 pm

Participants in the Extended Day Program must be enrolled in advance.

PARENT AND VISITOR INFORMATION

**Updated Fall 2021 - parents and visitors are not allowed on campus at this time due to COVID-19 restrictions.*

Arizona State Law mandates that all visitors to any campus, including parents must check in at the school offices before entering the classroom areas.

Parental Access to Premises

The school allows for immediate parental access to the premises at all times.

A **“Visitor” or “Volunteer” pass** will be issued in the school office and a sign-in book must be completed.

PLEASE DO NOT LEAVE YOUR CHILDREN OR OTHER PRECIOUS VALUABLES UNATTENDED IN YOUR CAR WHILE IT IS PARKED IN THE SCHOOL PARKING LOT(S).

The parking lot and the office area of the Shea Campus are both equipped with surveillance cameras; however, Mission Montessori Schools cannot be responsible for any vandalism or thefts that may occur.

ENROLLMENT PROCESS

All pre-enrollment must go through www.missionmontessori.com Registration Buttons.

Mission Montessori at St. Anthony and Mission Montessori at St. Apkar, are private schools accepting students in the following order:

1. Current Enrollees
2. Siblings
3. New Enrollees

New enrollees are accepted on a first come, first served, space available basis. If you do not wish to be placed on our waiting list your enrollment fee will be refunded upon request.

Mission Montessori Academy is a charter school, accepting students in the following order:

1. Current Enrollees
2. Siblings
3. New Enrollees

New charter openings, during The Open Enrollment period, will be filled by lottery. Children who are not placed during this time will be put on a waiting list. All classrooms are filled and balanced according to age levels and gender.

An application for enrollment will be accepted when all required items have been returned to the office. Refer to the enrollment packet checklist.

Please note that enrollment is on a yearly basis. Students are not automatically placed the following school year without completion of a current enrollment packet. Re-enrollment during specified time periods may lessen the chance of being placed on the school waiting list.

TUITION POLICY / FEE PAYMENT PROCEDURE

Mission Montessori at St. Anthony and Mission Montessori at St. Apkar

Mission Montessori at St. Anthony and Mission Montessori at St. Apkar are private schools. The enrollment and tuition contract is based upon a ten-month academic year. When you enroll your child(ren) in the school, you automatically enroll for the entire school year and **you are responsible for tuition for the entire ten (10) month period.** *(See addendum A.) A fee of \$100 will be assessed for early withdrawal. **The school cannot function any other way and continue to provide a quality educational program for your child.** The yearly family enrollment fee (\$285) is non-refundable. In addition to the enrollment fee there is a one time \$500 campus enhancement fee.

Sibling Discount: Parents with two or more children enrolled in the full day toddler or primary program days will receive a \$250 per year discount and parents with two or more children enrolled in the infant through primary extended day program will receive a \$500 per year discount. .

Two payment plans are available to meet families' individual needs.

- Tuition for the entire school year may be paid in two installments at the beginning of the school year using cash, check, or charge card (an additional 3% will be added to all credit card transactions). The first bi-annual tuition installment is due by July 1st of the current year, and the second bi-annual installment is due November 1st of the current year. A \$200 per year discount will be given for this bi-annual payment option. *

Please note that tuition paid in full WILL NOT BE REFUNDED AFTER 45 DAYS.

- For those using the ten equal monthly installment plans, tuition is due on the first of the month, with the first installment due by July 1st, of the current year. The second installment is due September 1, of the current year and your last payment is due on May 1, of the next year. Tuition is not dependent upon the number of weeks or days within the month and is not waived for absences, vacations, or illnesses. The enrollment and tuition contract is based upon a 185 day academic school year and can be paid in a ten month payment plan for the convenience of parents.

Tuition Late payment fee policy and procedures:

Timely tuition payments for Mission Montessori on the Desert students are essential to meet our financial responsibilities and obligations. Accounts with a payment received after the 5th day of the month will be assessed a \$25 late fee. Payment of this late fee is NOT optional. Accounts 10 days in arrears, without previous payment arrangements with the financial administrator, may result in the student's non-admission to school until the account becomes current. When an account becomes 15 days past due enrollment may be terminated and turned over to a collection agency. Upon payment, students may be reinstated on a space available basis. **A new enrollment fee may be assessed at the discretion of the Board.*

WITHDRAWAL PROCEDURE AND REFUND POLICY:

Enrollment fees are refundable only if we are unable to place your child.

NOTE: When classroom placement is available to you and you decline, enrollment fees will **not** be refunded.

If it becomes necessary for a student to withdraw from Mission Montessori on the Desert before completing the ten (10) month academic year contract, written notification (not verbal) must be provided to the school office at least thirty (30) days prior to the withdrawal date. If written notice is not received 30 days in

advance of a withdrawal date during the current school year, parents have an obligation to pay a full month's tuition from the date that the written notice was received by the office. *All refunds are sent out after July 31st.* Tuition refunds for private school students may result when parents have paid all or half of the annual tuition, and the student is withdrawn from school before the school year begins or before a period of 45 (forty-five) days from the start of school. In such cases, written notice must be submitted to the school office within 30 days of the withdrawal date, along with the mailing address to which a refund can be mailed. The refund check minus the application fee, enrollment fee and a 25% processing fee will be mailed (1) 30 days after the written notice only if withdrawal is *before the school start date* or (2) before forty-five (45) days into the new school year and all applicable withdrawal form(s) have been received by the school office.

EXTENDED DAY PROGRAM

Mission Montessori Schools' Extended Day Program is licensed to operate as a CHILD CARE FACILITY by the Arizona Department of Health Services-Office of Child Care Licensing 602-364-2539

Our Extended Day Program offers extended hours Monday – Friday:

Morning: 7:30 am – 8:00 am

Afternoon:

- Private - 2:45 pm - 5:30 pm
- Charter - 3:30 pm – 5:30pm.

Contact Numbers:

St Anthony: 480-699-4950

Ms. Kelly-Head of Program ext. 66

Ms. Debbie-Site Manager ext. 67

- Ms. Jessica (Infants)- ext. 61
- Ms. Lindsey (Transition Toddlers)- ext. 65
- Ms. Sarah (Toddlers)- ext. 60
- Ms Ashton (Primary)ext 62
- Ms Preeti (Primary)ext 64

St. Apkar - 480-699-4950

*Ms. Kelly (Head of Program) ext. 66

*Ms. Renee (Registrar) ext. 10

*Ms. Pamela(primary) ext. 41

* Ms. Brittany (primary) ext. 42

* Ms. Paloma (toddler) ext. 43

* (transition) ext. 44

Emergency Contact Numbers:

During the hours of 7:30 am through 4:00 pm you may contact the Extended Day staff through each campus office and after 4:00 pm please call the Extended Day phone number above.

Enrollment:

Participants in the Extended Day Program must be enrolled in advance.

Mission Montessori Academy (Elementary Charter)

Monthly fee (per Extended Day Monthly Fee Calendar) The oldest child is full price, 25% off each additional child for full time extended day enrollment.

Kindergarten (Elementary Charter)

Monthly fee (per Extended Day Monthly Fee Calendar)

Do not be late when picking up your child/ren. There is a charge of \$1 per minute after 5:30 PM at all schools. Repeated late pickups may result in possible termination of program attendance.

Cancellations/Refunds:

Cancellation of enrollment must be submitted in writing to the main office. There will be NO REFUNDS of Extended Day monies paid.

For questions regarding tuition, refunds, fees/billings at the private school, please contact Ms. Jennifer Martin in our business office at jmartin@missionmontessori.com

Drop-ins:

Parents may call ahead in an emergency to inquire about drop-in the After School Extended Day Program. The charge for this service is \$15.00 per hour (this includes any part of the first hour) and the payment will be billed monthly.

Late Pick Up:

If you are not enrolled in the Extended Day Program and arrive late to pick up your child, you will automatically be assessed a late pick-up fee according to the most current fee schedule, which can be acquired in the main office located at each campus. This is especially important to note the following for those students staying after school for "clubs". Club instructors are directed to walk the children to the front gate for pick-up. The instructor will wait 5 minutes after the end of club time and then will check remaining students into the Extended Day Program for which parents will be charged.

~Teachers are not allowed to keep students in their classrooms after the end of the school day.

~As a courtesy to our staff, please call the office if you are going to be late picking up your child for any reason.

Procedures and Schedules:

Please refer to the Parent/Student Handbook referring to Code of Behavior, and Student Health Policy. The Extended Day Program follows the same policies and procedures as set out as for the regular classroom day.

Incident Reports:

Incident reports will go home for every action by a child which goes against our Code of Conduct. Mission Montessori Schools may ask a child with more than three reports of inappropriate behavior to leave the Extended Day Program. Families will no longer be able to use this service. Any refund due will be prorated.

Ouch Notes:

Ouch notes are sent home for the typical minor injuries such as cuts, scrapes, scratches. Any time there is a

head bump or more serious injury, parents will be called.

Snack: Please send a nutritious, healthy snack with your child daily Extended Day, labeled as "Extended Day

"CLASSROOM PLACEMENT

Maria Montessori recognized and named "The Absorbent Mind" as that which endows the child with a great capacity for disciplined activity and a tremendous appetite for learning. Because this force is an "inner force", each child is allowed to choose tasks of his or her interests. The role of the teacher is to guide each child's learning, provide knowledge of the materials, and act as a catalyst between the child and the learning environment.

Children are grouped in classrooms according to "stages of development." Parents who have information relating to this decision should make an appointment with their child's current teacher to discuss any relevant issues. Your child's teacher can bring this information to the placement meetings where the final decisions will be made. Final placement will be made in the best interest of the child by the administrative team. Changes in classroom assignments will only be made in the best interest and well being of the child.

Age Requirements

Infant class (3 mths - @12 mths)- Children enter the program after touring and speaking with the Infant teacher if there are spaces available. Students are admitted by first come first serve status. Wait lists are maintained and called accordingly as openings occur.

Transition Toddler class (@12-24mths)-Children enter this program when they are walking steadily. Children are admitted by first come first serve status. Wait lists are maintained and called accordingly as openings occur.

Toddler class (two year olds) – Children entering the Toddler program are 24 months through 35 months. Our toddler classes are licensed for diapering –and work with parents in preparation or continuance of potty training.

Primary classes (three–six year olds) – Children entering the Primary program should be three (3) by September 1st and potty trained. Primary students receive lessons on manipulating Montessori materials in Math, Language, Practical Life, Sensorial, and Culture areas. The teacher continues to develop the curriculum based on student interests. The age grouping of this classroom allows the children to interact and learn from each other. The Montessori Approach helps develop positive self-esteem. Kindergarten students in the class are Charter students and wear uniforms and participate in state testing in accordance with our Elementary Charter school, Mission Montessori Academy.

Kindergarten Class - Mission Montessori Academy has a policy that sets turning 5 years old before September 1st as the cut off date for entrance into our kindergarten program. MMA feels strongly that a child born after this date should not push ahead into Kindergarten; however, consideration may be given to a child who has a birthday after the September 1st date and who has been evaluated by a teacher and

meets the exceptional criteria for early entrance into kindergarten. The intent of early entrance is to identify highly capable children who miss the regular September 1 cut-off for kindergarten entrance. Early entry is specifically geared for children whose curriculum achievement level far exceeds the norm. In order to be considered for early entrance acceptance, the child must exhibit advanced skills in language arts, mathematics, and in social, emotional, and motor development as measured by observations in a classroom setting and academic tests administered by Mission Montessori Academy.

If a parent feels their child, born between September 1st and October 31st, is academically, socially and physically ready for Kindergarten, the school can offer an early kindergarten enrollment assessment to determine readiness for early entrance into kindergarten. A \$75 screening cost will be charged to cover the screener's time and materials. More information on this process can be provided as needed. To request a screening, call Mission Montessori Academy at 480-699-4950 x 63 to set up an appointment. When your appointment is scheduled an invoice payable online will be emailed to you.

Kindergarten students entering mid -year must meet with the teacher for placement testing and spend a morning shadowing in the classroom before placement.

Elementary classes (six to nine years, nine to twelve and twelve to fifteen years) - follow Dr. Montessori's "Cosmic Education". Through the "Great Lessons," the children are introduced to the universe and progressively focus on the details of our world. These details include exploration in the fields of mathematics, science, language, history, geography, music, culture, art, etc. It is important to point out that Montessori cultural curriculum traditionally follows a scientific approach to the formation and history of our Earth.

ATTENDANCE

It is unlawful for any child between the ages of six to sixteen years (or completion of tenth grade) to fail to attend school during the hours that school is in session, unless they are too sick to be in school or they are home-schooled as defined by the state statute, A.R.S. 15-803.

1. "Truant" means an unexcused absence for at least one class period during the day.
2. "Truant child" means a child who is between six (6) to sixteen (16) years of age and who is not in attendance at a public, private or charter school during the hours that school is in session, unless excused as provided by in this section.
3. "Habitually truant" means a truant child who is truant for at LEAST 5 school days within a school year.

The school will send truancy notification letters on the 5th and 10th days of absences that affect truancy. Absences will affect the eligibility for participation in extracurricular activities. If a student must be absent, parents or guardians, please call the school by 8:30 AM to report that the child will be absent and the reason so we can identify the absence as excused or unexcused. Please do not ask your child to be excused for babysitting, shopping, haircuts, missing the bus, transportation problems, or vacation. Someone from the school will call the parents if a child is absent and the office is not notified of the absence.

Tardy students disrupt class and cause loss of instruction time both for the tardy student and the

rest of the class. All students arriving after 8:00 AM (8:30 AM for private students) will be counted as tardy. Parents must walk their child to the office and sign them in.

In the Montessori classroom it is important for students to report to class promptly each day. Arriving with the rest of his or her classmates will help your child adjust more easily to the school day and more quickly become a part of any activities that may already be in progress.

Punctuality is important for both private and charter students:

On the Primary campus, if your student is late, the child must be accompanied to the office and signed in. If your child is absent, please call the office by 8:00 am. If your child is a half hour late arriving to class, please bring your child to the office and he/she will be escorted to class.

All absences not verified by the parent/guardian or administrative authorization will remain unexcused. If a parent does not have access to a phone, a note will be accepted for verification purposes. For absences greater than one day in length, the school should be notified each day of the absence. Mission Montessori Academy will solicit cooperation from parents in the matter of school attendance and punctuality, particularly in regard to the following:

- Schedule medical/dental appointments after school except in an emergency and
- Schedule family vacations during school vacation and recess periods.
- **40th Day and 100th Day are important attendance dates when all charter students must be in attendance to ensure accurate state funding allocations to Mission Montessori Academy.**

Mission Montessori Charter School considers regular school attendance essential for success in school. It is important that parents and students recognize the relationship between academic success and regular school attendance. Students should remain out of school only when it is absolutely necessary, in order for your child to achieve his/her maximum potential.

Regular attendance is critical in establishing continuity and community for your child. In addition, charter school funding provided by the state is impacted by each student's daily attendance. The annual budget is based on the attendance records of the school and full funding depends upon your child's daily attendance. Adjustments are made in the funds that we receive based on the Average Daily Attendance. In order for us to continue to offer the quality educational services that all children deserve, your child's regular attendance is essential.

State law requires that a student in a charter school be automatically withdrawn from school after ten (10) consecutive days in a non-excused absence. Re-enrollment is necessary upon return and may be on a space available basis. Notify the office if your child will be absent over ten days, so that arrangements can be made for at home or distance instruction or your child will be automatically withdrawn from school.

Compulsory Attendance

The law states that all parents must have their child(ren) regularly attend school sessions as approved by the Superintendent of Public Instruction that total not less than one hundred eighty school days. **A.R.S section. 15-802**

Excused Absences

The state considers all absences called in by the parent/guardian, on the day that the student is absent an

excused absence. Mission Montessori Academy accepts all absences as excused absences that are called in as well, but considers the following- illness, death in the family, unavoidable doctor's appointment, religious holiday, as true reasons for the student to have an excused absence.

Unexcused Absences

The state considers absences not called in by parent/guardian unexcused. Mission Montessori Academy considers extended vacation or additional vacation days, or any days absent other than the above excused days to be unexcused Montessori lessons missed are very difficult to make up.

Unauthorized absence from school is considered truancy and will be treated as such. Continued violation may lead to suspension from school, with re-admittance only with permission from the Board.

Chronic Health Conditions

When a student is identified as possibly requiring services as a student with a chronic health condition (via registration, screening procedures, attendance data or parent referral), the parents shall submit a written medical certification to the Principal, which will include:

- Medical diagnosis
- Medical prognosis
- Anticipated surgeries, treatment or hospitalizations that, although not expected to cause sufficient absences to require homebound services, may interfere with regular school attendance
- doctor's signature

Instructional needs of any student with a chronic health condition shall be reviewed yearly and an updated medical certification shall be obtained for each school year to verify the need for continuing instructional modifications and ADM adjustments, if applicable.

ARRIVALS AND DISMISSALS

St. Anthony and St. Apkar Campuses:

8:00 am – 11:00 am – Charter Kindergarten
11:00 am - 2:45 pm – Continued Kindergarten Day (private fee)
8:30 am – 2:45 pm – Toddler and Primary
8:30 am - 12:00 pm - Toddler Half Day
8:30 am – 12:30 pm – Primary Half Day
7:30 am – 5:30 pm – Infants/Transition
Extended Care for toddlers & primary 7:30 - 8:30 am and 2:45 – 5:30 pm

All Campuses

- Speed limit in the parking lot is 5 **miles per hour**.
- Do **NOT** pull out until the cars in front of you have moved on. This is a dangerous move and could result in hitting a child or running into another car moving in the outer lane of the parking lot.
- Please park if you are going to escort your child to class.
- If you need to tie a shoe, adjust a sweater or talk to your child, please park.
- Parents must come to the office with their child to sign them in when arriving late in the morning.

You may pick your child up early from school by coming to the office and signing him/her out. At that time, a staff member will bring your child to the office.

During drop off and pick up times the sign-in and sign-out procedures *must move swiftly and safely*. As a courtesy to others waiting in line, keep all conversations with staff to a minimum. Please, call your child's teacher to make an appointment to discuss your child.

Arrival (Drop-off) Procedures

Punctuality is a form of courtesy and shows respect for your child's teacher, your child's classmates, and school policy. Punctuality is a result of conscious time management. It is a learned skill involving effective use of time at home and at school. Late arrivals disrupt the class, and students who miss a great deal of time are more likely to encounter difficulty in keeping up with their work. On some occasions lateness and absences are unavoidable. However, if habitual lateness and absenteeism appear to be a problem, parents will be consulted to discuss strategies for resolution that will support everyone involved.

St. Anthony and St. Apkar Arrival

Curbside drop off is available at the bell tower at St. Anthony/playground at St Apkar no earlier than 7:45 am to 7:55 am for Kindergarten students and 8:15 a.m. to 8:25 am for toddler and primary students. The sign in book will be made available to you and must be signed at this time. All signatures must be complete first and last name and be legibly written, by each child's parent or individual designated in writing or by telephone by a parent, each time the child is admitted or released.

In support of our teachers, primary and toddler assistants need to return to their classrooms or outdoor environment by 8:30 a.m. **If you arrive after 8:25 a.m.**, you must park your vehicle and bring your child to the office to sign-in and someone will escort your child to his/her classroom.

We encourage you to visit our school with your child prior to starting school. This will help your child become familiar with the atmosphere and order of the classroom. Separation anxiety is natural in young children when they are saying good-bye for the first time. Usually, children adapt quickly (in only a few days). You can trust that the teachers will notify you if your child is overstressed from separation. We suggest that you say good-bye to your child instead of slipping away without any form of closure. Usually stressed behavior subsides once parents are out of their child's sight range.

All parents of Toddler, Primary and Kindergarten students must sign-in at drop off and sign-out again at pick up in the appropriate book(s) provided using their complete signatures, not initials, as per state regulations. Do not allow your children to sign the book, it is a legal document.

Arrival Drop off Procedures Both Campuses:

· Children may not be on the school campus before 7:30 am. All children are to proceed to the playground area ONLY where we have adult supervision.

Pick-up Procedures

- 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 a child to anyone other than the custodial parent, or authorized person if they are not listed on the blue card and/or are not able to provide identification.

If someone else is scheduled to pick up your child, please bring a note, signed and dated to the school office. In cases of doubt, we will phone the custodial parent to confirm that someone else has been authorized to pick up the child.

All Campuses

- **Please** pull up as far as you can go and wait for your child to be loaded by the teacher. When your child is in the car, please move to a designated parking spot to buckle seat belts/car seats if your child needs help, as staff may not do this.
- This is **NOT** a good time to talk to your child's teacher. If a child's items are left in the classroom, or a child is delayed in coming out to the car line, parents should park while waiting for their child so as not to hold up the line.
- For children that have been signed into Aftercare - When a child is temporarily away from the designated after care area, for example, to attend another after school activity on site, the child will be signed out and dated on the aftercare roster by the after school activity teacher and signed back in and dated by the after school activity teacher.

St. Anthony and St. Apkar Campuses

- Carline pickup is available at the bell tower for half day primary students between 12:30 – 12:40 PM for half day primary students and from 2:50 - 3:05 PM for full day students. If you are late or your child is enrolled in the extended day program you must come to the gate to sign out your child.
- All parents of Toddler, Primary and Kindergarten students must sign-in at drop off and sign-out again at pick up in the appropriate book(s) provided using their complete signatures, **not initials**, as per state regulations.

Late Pick-up

Mission Montessori Schools offers extended care to all students for your convenience. The cost of the Extended Day Program is \$210 per month for kindergarteners, toddler and primary (private) at On the Desert and del Cielo. The cost for kindergarten and elementary students using the Extended Day Program is a monthly fee. Students at On the Desert Campus and St. Apkar Campuses may use the Extended Day Program from 7:30am to 8:30am and from 2:45 pm to 5:30 pm. If you arrive to pick up your child after 5:30pm, at either campus, you will automatically be charged a fee of **\$1.00 for each minute after 5:30pm**. This Extended Day Program does not cover the cost of the additional hours for students who stay for the full day on in-service, parent-teacher conference or other half-day school days. Emergency drop in charges will be \$15 per hour billed monthly. As a courtesy to our staff, please call the office if you are going to be late picking up your child.

Transportation

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. Transportation for Charter Special Education students who qualify because of their disability will be made by consultation with the Executive Director.

Parking

St. Anthony Campus

- Please keep the fire lane clear. It is UNLAWFUL TO PARK IN THE FIRE LANE near the bell tower. It is very important to keep this area clear in the event of an emergency.
- PLEASE DO NOT LEAVE YOUR CHILD (REN) UNATTENDED IN YOUR VEHICLE OR IN THE PARKING LOT AT ANY TIME. Make sure that your purse, diaper bag, gym bag or anything else that may look like its contents could be of importance is out of site.
- St. Anthony's has requested that Mission Montessori on the Desert does not use the west parking lot even for a quick drop off. Please respect their request. There is plenty of parking in the South parking lot.

St. Apkar Campus

There are designated spots on the north side and the south side of the campus, please do not block entrance and exit lanes.

SCHOOL HEALTH POLICY

Sick Children

(For Infants please read special print-outs for Infant Classroom)

- If a student becomes ill or injured during school hours, he/she will be brought to the school office and parents will be notified to pick up their child.
- **It is important that we have the most current information on your BLUE CARDS. Please put all changes in telephone numbers or emergency contacts in writing and fax, e-mail, send or hand-deliver to the school office.**
- Please do not send your child to school on days when any of the following symptoms are present: fever, rash, cough, any discharge of discolored or profuse amounts of mucus from the nose, diarrhea, or a sore throat. If your child shows any other signs of illness, he/she should be kept home. **Please report contagious diseases to the school office so we can alert staff and other parents to watch for symptoms.**

The state requires that all children must be "FEVER-FREE" without the aid of any form of fever-reducing medication for at least 24 hours before returning to school.

~If any child appears to be ill upon arrival he or she **will not** be allowed to attend class. This is an Arizona State Health Department requirement and is enforced by this school to protect the ill child as well as the rest of the students and faculty.

Medication

School Personnel will not dispense any prescription or non prescription medications to any child at school.

For **Life Threatening** medical issues, such as Epi-Pens and Inhalers, the following guidelines will be followed:

1. Prescription medication may only be administered by specific staff members with the physician's written request and a signed/dated permission form filled out by the child's legal parent/guardian. All such students **MUST** have completed the Food Allergy Action Plan.
 - a. Medication **must be in the original prescription bottle** (your pharmacist may give you a second, labeled bottle in which to send only the amount of medication needed during school hours.)
2. Any and all medication to be given during school hours must be labeled with the child's full name.
3. Medication should be brought (by an adult only) directly to the school office. It is not acceptable to send it in a child's backpack, lunch box, etc. No medication may be administered without a signed medication form.
4. It is the responsibility of the parent to make sure there is enough medication in the office and that all medications are not out of date.

** The school is not responsible when a child's medication runs out.*

Immunizations

The state immunization law requires all students to have an immunization record on file for school attendance. If your child is exempt from immunizations, a signed immunization waiver must be on file. These forms can be found in the school office. **All records must be on file PRIOR TO A STUDENT ATTENDING SCHOOL. PLEASE NOTE:** The state mandates that a child without an immunizations record on file will not be allowed to attend classes until the school receives this information. Students must be up-to-date with all immunizations and the administration will inform you of any immunizations that have not been documented.

Please Note: Children in the Infants-Toddler programs must remain home for 24hrs after a vaccination.

Emergency Information Card

A child will not be admitted to school unless a completed Emergency Card is on file. Parents are asked to notify the office in writing immediately if your address or phone numbers on the Emergency Card change. It is important that we are able to easily contact you in the event of an emergency.

CHILD ABUSE

Mission Montessori Schools maintains strict adherence to Arizona laws and statutes governing the reporting of suspected child abuse. All individuals required to report suspected child abuse are protected by state law from criminal liability.

LIABILITY INSURANCE

Mission Montessori Schools carries a certificate of liability insurance, which is posted on site in the aftercare glass case bulletin board for parent review.

PESTICIDES

The school does contract with a pesticide company that sprays for insects on a designated basis and does post the required 48 hour notification in the Aftercare glass case.

PARENTAL ACCESS to PREMISES

The school does allow for immediate parental access to the premises at all times.

SPECIAL NEEDS POLICIES AND PROCEDURES

Mission Montessori Schools follow Child Find procedures as directed by the State Department of Education. If a primary teacher is concerned about a preschool child's progress, the teacher will discuss his or her concerns with the Child Study Team and the child's parents. Together they will develop a plan to support the child, which can include outside resources when necessary. If a parent has a concern, he or she should discuss their concern with the teacher. Mission Montessori on the Desert and Del Cielo will provide information on outside resources available to parents who may require more assistance and/or assessments for their pre-school (toddlers – pre-kindergarten) students. The state does not require that private students toddlers to pre-kindergarten be tested by MMS.

Mission Montessori's Child Study team will convene to discuss any student concern a teacher or parent may have regarding a child. This team will offer assistance to the teacher and parent in the form of developing strategies to address the concern and provisions for student support in the classroom and at home.

Mission Montessori Academy also has a MET team, composed of the child's lead teacher, the administrator, a special education or development specialist and the parents of the child who has been referred to the team for further observation and/or assessment (other persons may also be on the team). The MET team will determine the next course of action. If it is determined by the team that an evaluation is appropriate, the school will conduct the evaluation. Parent's permission is required for all evaluations. After the test results are available, an official meeting notice will be sent to the parents and a meeting will be scheduled to discuss the results with the team. If it is determined by the team that the child qualifies for Special Education services under the definition and guidelines of the State of Arizona, an Individualized Education Plan (IEP) will be written for the student setting specific goals, activities, and timelines. Progress toward the IEP goals will be reported twice a year at parent conferences. The IEP will be reviewed annually or at the request of an IEP team member. Parents will again be notified and invited to participate in the review.

Mission Montessori Academy's gifted education program is an extension of the Montessori curriculum and complies with Arizona State Law mandating school districts identify gifted students as those students scoring at the 97th percentile on a state approved test of reasoning ability. All students scoring at the 97th percentile or above on such state approved assessments or on any other appropriate test administered by Mission Montessori Academy personnel will qualify for placement.

Gifted Services Available: The goal of Mission Montessori Academy is to meet the unique curriculum needs of those intellectually gifted and talented students to ensure that the abilities of these very capable youngsters are developed and supported. This will be done within the curriculum of the general classroom.

For information regarding English Language Learners, Section 504, Special Education, and Gifted Services or other questions please contact the Director of Exceptional Student Services (ESS) at 480-699-4950 ext 0.

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>

STUDENT RECORDS AND PERSONAL INFORMATION

Family Education Rights and privacy act (FERPA)

The Family Education Rights and Privacy Act (FERPA) 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 request a school correct record(s) which they believe to be inaccurate or misleading. If the school decides not to amend the record(s), 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 following conditions (34CFR-99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- 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, with a juvenile justice system, pursuant to specific State Law.

Schools may disclose, without consent, "directory" information such as 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.

Records Requests

Please contact the Registrar, Ms. Gagliano at rgagliano@missionmontessori.com or 480-699-4950 ext 10.

Non-Discrimination

No person connected with Mission Montessori, whether a student, employee, or volunteer shall not, on the basis of race, color, religion, sex, national origin, age, marital status, disability or any other class, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any educational program or activity.

Volunteer Confidentiality Policy

Volunteers often inadvertently have access to sensitive information. Any information about students, grades, faculty, etc. is to remain confidential. Volunteers may observe situations of a sensitive nature. These are also to remain confidential. If a volunteer has a concern involving something that is witnessed, observed, or overheard it may only be discussed with the teacher, Head of Program or Head of Schools. If a volunteer disregards this policy, the privilege of volunteering may be revoked.

Volunteer Background Check

All volunteers shall undergo a yearly criminal background check and be approved before working with students or going on field trips. The system checks applicants for sex offender status and compiles criminal background results which are reviewed and approved by the school. All volunteers are required to have an IVP Fingerprint Clearance Card. Volunteers can obtain their fingerprint clearance cards here: <https://www.arizonalivescan.com/fingerprinting-for/fingerprinting-for-volunteers/>

Volunteer Agreement

The success of our volunteer program depends very much on our ability to keep confidence and remain impartial. Maintaining confidence and avoiding conflicts of interest are required of all who volunteer at Mission Montessori. In doing so, we accomplish these two purposes:

- Fairness to all students, faculty, staff, volunteers, and visitors
- Protection of the school's reputation, which in turn impacts the future of our school.
- While not all volunteering involves activities of a confidential nature, matters of confidentiality and potential conflicts of interest can arise at any time when a volunteer may be present. Therefore, volunteers are expected to follow the guidelines listed and maintain confidentiality at all times. Possible situations are too numerous to specify individually.

Common expectations include:

- Not discussing the names or any other information regarding students, teachers, staff, or other volunteers with anyone other than the volunteer's specific supervisor
- Not participating in discussions about suspected wrongdoing by students, teachers, staff, or other volunteers
- Participating in discussions regarding confidential information only in settings where such confidences can be maintained and not jeopardized (1 to 1 with volunteer supervisor or in writing to the administration)
- Exercising judgment in situations where public statements of personal opinion may be detrimental to the reputation of the school
- Maintaining the confidential status of information obtained as "confidential forever"
- Wearing appropriate attire
- Leaving student discipline to faculty and staff
- Not using volunteer time as extra quality time with your students...etc.
- Not grading or evaluating your own student's work
- Full cooperation with your supervisor regarding but not limited to following specific directions,

making judgments regarding “fairness” or “appropriateness” of assignments given, classroom management, or equity in treatment of individual students (if concerns arise these must be submitted in writing to the volunteer supervisor or the administration)

- Refrain from socializing with staff/other parents
- While volunteering in the classroom no discussion of the volunteer’s student may occur; if a volunteer needs to discuss his student an appointment must be scheduled through the office

All persons involved in volunteering are required to inform the classroom teacher of potential conflicts. Due to the seriousness of violations in confidentiality and conflicts of interest, the consequence of such behavior is removal from classroom volunteering.

Volunteers at the Academy must be prepared to interact supportively and positively with students, faculty, staff, and other members of the parent community. Volunteers are required to uphold standards of dress and decorum. I have read this agreement, understand it, and have asked any clarifying questions necessary. Based on this, I agree to maintain confidentiality and understand the consequences of not doing so.

Child/ren’s

name/s:_____

Signature_____Printed Name:_____Date:_____

Code of Student Conduct

Mission Montessori Academy has updated its Code of Student Conduct to provide students, parent, and staff with a clear outline of behavior expectations. The complete Code and Behavior Rubric is located as a separate publication. The expectations listed in this Code of Conduct document, along with the school's goals, will help us continue to provide the best possible educational climate for the students, faculty, and staff.

Please take the time to read it carefully, as you and your student are responsible for knowing its contents. The Parent/Student Agreement on the beginning page of the Code of Student Conduct must be signed and returned to school and will be filed in your student's permanent school record.

To "discipline" literally means to educate or train. Mission Montessori on the Desert and Mission Montessori Academy encourage the growth of self-discipline within the child. Maria Montessori believed that the only true discipline is "active" or "inner" discipline, developed by the child him/herself as she/ he works at interesting tasks at home and/or at school. The "joy of obedience" is developed.

The one simple rule in all Montessori classrooms is that students MAY NOT DISTURB OTHERS.

1. The teacher explains the basic classroom and school policies and etiquette are explained to the children.
2. When a young child first violates the policy, it is assumed that he or she did not know the proper way to behave. The teacher will demonstrate to the child how to behave and what to say in a particular situation. Young children learn best by example.
3. When no apparent progress is made with the unacceptable behavior, assistance may be recommended.
4. When all efforts made have failed to help the child change his/her behavior, and the integrity of the Montessori Method is compromised by such behaviors, Mission Montessori Schools Code of Conduct, as provided below, will be followed.

All of these consequences have, as their goal, the safety of the child, the education of the child, the character development of the child (respect for self and others), and the collective benefit of all the children. All school behavior expectations and consequences for misbehavior apply when students are involved in extra-curricular activities, field trips, and other school related activities and events.

Avoid Put-Downs

Everyone is entitled to be treated with consideration and respect.

Treat others as you would like to be treated. Language that is offensive to others shows a lack of respect for the person and may lead to further conflict, hurt feelings and damage to self-esteem. The ability to communicate with others openly, in a positive and acceptable manner, is a valuable life skill.

Demonstrate Respect for Personal Space – Keep Hands to Self

Everyone has the right to feel safe from physical harm. Learning to deal with frustration and anger without resorting to physical outbursts is critical to becoming an accepted member of society.

1. MINOR DISRUPTIVE BEHAVIOR INCLUDES, BUT IS NOT LIMITED TO:

- Teasing
- Pushing/Shoving
- Excessive talking in class
- Improper manners in classroom
- Not completing required assignments
- Not following teacher directions
- Tardy or absence that has not been excused
- Occasional classroom disruption

CONSEQUENCES INCLUDE, BUT IS NOT LIMITED TO:

- Verbal warning
- Incident Report
- Redirection of student to an activity
- Removal from the immediate environment
- Parent may be called
- Parent may be asked to stay with child in class
- Behavior Plan may be developed

2. SEVERELY DISRUPTIVE BEHAVIOR is behavior that is frequent or serious enough to significantly disrupt the learning climate of the school, endanger the safety and security of the child or others, or damage property.

Severely disruptive behavior includes, but is not limited to:

Inappropriate touching and physical contact

- **Assault**
- **Biting**
- **Hitting/punching/kicking**
- **Fighting**
- **Throwing objects**
- **Taunting**
- **Verbal abuse**
- **Defiance**
- **Sexual/racial harassment**
- **Stealing**
- **Misuse of playground equipment**
- **Threats**
- **Repeated classroom suspensions**
- **Possession of any and all weapons or dangerous objects, and**
- **Possession of drugs, and toxic substances are grounds for immediate expulsion**
- **Excessive absences or tardiness**
- **Inappropriate language including screaming/yelling/name-calling/profanity**
- **Habitual classroom and/or playground disturbances**

CONSEQUENCE OF SEVERELY DISRUPTIVE BEHAVIOR INCLUDE, BUT IS NOT LIMITED TO:

- Incident report
- Parents notified and asked to pick up child from school or event
- Conference with parents
- Behavior plan may be developed
- Suspension

3. **CHRONIC DISRUPTIVE BEHAVIOR** is when a student has committed repeated acts of disruptive behavior, and because of the repetitive nature of these actions could then be considered to be severely disruptive behavior.

CONSEQUENCE OF CHRONIC DISRUPTIVE BEHAVIOR INCLUDE, BUT IS NOT LIMITED TO:

- Conference with parents
- Recommend student/family participation in a counseling program
- Consider an alternate learning placement for the student
- Suspension
- Expulsion

*** Mission Montessori Schools and the Board of Directors reserve the right to suspend and or expel a child who exhibits behavioral patterns that are not conducive to classroom learning.**

Definitions of Consequences:

Verbal Warning: Warning given to remind student of the expected/desire behavior or response

Redirection: Directing the child to an activity to change his/her focus of attention, and promote positive activity and interaction

Removal from Environment Child may be removed from the classroom and (1) asked to work in the outdoor environment or vice versa; (2) asked to sit in the office until (s) he has gained control of self

Parent called: When the situation warrants an immediate discussion, and/or the parent is being asked to come to school and pick up their child

Conference with Parents: Parents and teacher meet to discuss behavior issues to come up with possible actions that can be taken and supported at home and at school to resolve behavior issues

Behavior Plans. Where deemed necessary and appropriate an individualized behavior plan may be developed to outline specific behavioral goals/expectations, and the "Action Plan" for its implementation

Suspension: Results in temporary exclusion from school (1 to 3 days). Parents must meet with the classroom teacher and a school administrator before the student may return to class

Expulsion: Permanent exclusion from the school by the authority of the Board of Mission Montessori Schools (Suspensions and Expulsions become part of a child's public school permanent record).

CHARACTER EDUCATION

Mission Montessori Schools character curriculum is called “Character Counts”. This includes the Six Pillars: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship. The comprehensive definitions used in this program, have been accepted in every culture and across all political and belief systems.

Virtuous language used by teachers and students in the classroom might include:

Phrases that show acceptance:

You handled that well, effectively, wisely, etc., or I noticed that you handled that
You tackle that problem head on or successfully or diligently or Or I noticed that you
You look like or seem to enjoy learning.....
You are pleased with your work. Or you look pleased with
(Be specific about incidents that you are “encouraging” and refrain from praising)
It looks as if you enjoyed that.....
How do you feel about it/that?
What are your thoughts about

Phrases that show confidence:

I have confidence in your judgment or ability or
That’s a rough one, how do you think you/we can/could/will work it out?
What are some of your ideas?
How do you think it could be done or handled or resolved?

Phrases that focus on contributions, assets, and appreciation:

Thank you for your helpfulness; that really helped me or her or.... a lot.
It was thoughtful of you to
Thanks, I really appreciate your (fill in the blank with a virtue), because
I need your help on/to
You have skill/talent in _____. Would you do that for: your friend(s), your family, the school, etc...?
Thank you for your (fill in with one of the virtues – patience, understanding, cooperation, diligence, etc.)

Phrases that recognize effort and improvement:

It looks as if you really worked hard on that.
It looks like you spent some time thinking that through.
I see that you’remaking progress or moving along or being ____ or showing
Look at the progress you’ve made. (Be specific; tell how)
You’re improving in ... Be specific)
You may not feel that you’ve reached your goal, but look how far you’ve come.
I recognize that you are being or exercising or showing (fill in with one of the virtues)
asked to remove your child from school until the behavior disappears.

TOBACCO POLICY

Mission Montessori is a no smoking facility. By state law no person is allowed to possess any form of tobacco on school grounds, or in any vehicle transporting children. Mission Montessori Schools does not allow any clothing to be worn by any students or the use of any other materials that promote the use of tobacco.

BITING POLICY

If a child bites another child and blood is drawn, the biter will be sent home for the rest of the day. If a child becomes a chronic biter, you may be to remove your child from school until the behavior disappears.

DRESS CODE

Toddler & Primary

1. Please send your young child in clothing that is easy to put on and remove, in case your child gets wet or has a bathroom accident.
2. Each child is required to have a sufficient change of clothing in his/her cubby at all times. It is the parents' responsibility to make sure that clothing is labeled and replaced as needed. Be sure to label the baggie containing your child's extra clothing as well as the clothing itself.
3. Tennis shoes are preferred footwear. **NO SANDALS, FLIP FLOPS, HEELS, OR COWBOY BOOTS.**
4. Jewelry can present a possible danger/safety hazard/distraction and could be lost or broken. It is best left at home.
5. All children are required to have a Mission Montessori T-shirt and/or sweatshirt to wear on Park Days, field trip days and other special events.
6. Other types of clothing, dress or grooming may be questionable if in violation of health or safety standards, modesty, or common values. If inappropriate clothing is worn, the student will be asked to change.
7. Toddlers and primary students must bring appropriate inside shoes to leave at school and change into as they arrive at their classrooms. As in all their clothing and bags and lunchboxes we ask that licensed characters such as Disney, Movie or Cartoon characters be avoided.

Elementary and Kindergarten

SCHOOL UNIFORMS MUST BE WORN BY ALL MISSION MONTESSORI ACADEMY STUDENTS. SHIRTS MUST DISPLAY THE SCHOOL LOGO.

1. All Charter students- kindergarteners and elementary students are required to wear school uniforms- white or purple polo and khaki pants, shorts, skirts, or jumpers every day unless there is a special school or classroom "dress down" day. Purple shirts are needed for elementary field trips. Our vendor is Dennis Uniform company, Lands End and AZ Embroidery can also provide needed items. Their contacts are included in our Dress Code Policy.
2. Clothing with offensive words, slogans, pictures or statements of disrespect or other messages staff believes to be disruptive are inappropriate and are not allowed on dress down days. Clothing which is

revealing, such as tube tops, tops with spaghetti straps, short shorts, off the shoulder shirts, short or slit skirts, halter tops and mid-drift shirts, visible undergarments and clothes with holes that are revealing, etc., are also inappropriate in the school environment. Any clothing that promotes alcohol, drugs, or tobacco products is also inappropriate in the school environment. Caps and hats should be worn on the playground and removed in the classroom.

3. Jewelry – if it presents a safety hazard or creates a distraction that impacts the learning environment for a student or others – shall not be worn.

4. Other types of clothing, dress or grooming may be questionable if in violation of health or safety standards, modesty, or common values. If inappropriate clothing is worn, the student will be asked to change and parents may be contacted to help resolve the matter.

SCHOOL AND PARENT PARTNERING

The Mission Montessori Family-School Partnership Agreement

Mission Montessori Schools, in alignment with the educational philosophy of Maria Montessori, realizes that the partnership between school and family is instrumental in helping a child develop his or her full potential. We recognize that effective partnerships have these characteristics in common: open communication, mutual respect and a commitment to working together with a shared vision for the realization of goals.

Mission Montessori Schools are committed:

- To presenting to prospective parents our program and practices, philosophy and policies, making all efforts to clarify the expectations and goals of both school and parents;
- To ensuring that teachers and administrators are accessible to parents, engaging in clear, open communication, always seeking and valuing the parents' perspective on their child
- To actively seeking the knowledge, skills and resources of our parents in ways such as parent surveys, Parent Task Forces and the Mission Montessori Parent/Teacher Organization, (MMPTO), which will involve them when considering major decisions that affect the school community
- To keeping the parents well informed on school and classroom activities, offering support in gaining a deeper, clearer understanding of the Montessori educational philosophy and methods in a variety of ways, including monthly newsletters, monthly parent-education meetings, systematic reports, conferences, publications and informal conversations.

The Family is committed:

- To selecting a school offering programs and services congruent with the goals and philosophy of the family and fitting the needs of the child(ren);
- To demonstrating respect for school policies, procedures and support for school stability:

1. By supporting the attendance policy of the school
2. By attending required programs and events such as conferences, Parent Education opportunities and optional programs such as classroom and school fundraising events, MMPTG meetings and special child-centered events
3. By making timely tuition and fee payments
4. By arriving in a timely manner for drop-off and pick-up each day
5. By offering **15 hours of service per child enrolled** during the current school year to the school/classroom, plus any additional volunteer hours assessed for students' unexcused absences.

There are many volunteer opportunities during the school year and some tasks/activities may be accomplished at home. Please make sure that your volunteer hours at home are turned into your classroom teacher so that they may enter them in the school volunteer login book.

6. By becoming members of the Mission Montessori Parent/Teacher Group.

- To valuing the teacher/school's perspective on the child(ren), always seeking information directly and consulting with those specifically able to address any issues/concerns.
- To provide any medical or personal information that may be needed to best serve child(ren) and the family, such as keeping all immunization records, addresses and phone numbers updated at all times.

PARENT COMMUNICATION, CONFERENCES, and PROGRESS REPORTS

Mission Montessori teachers send home a monthly classroom newsletter to keep parents informed of activities and special events. Two parent conference dates are scheduled – October and May. See your school calendar for specific dates. You may schedule additional conferences at any time. However, during class time, the teachers' full attention must be with the class, so even if you would like to speak with a teacher just for a minute, arrange to meet in advance outside of class time.

Progress reports will be sent home four times per year.

Parent Education

Parents are encouraged to attend monthly meetings designed to enhance your understanding of your child's education and Mission Montessori Schools. The Montessori classroom atmosphere and approach to education differs from traditional public school. The more you know, the more you are able to support your child's learning experience. The dates for these meetings will be on your school calendar. **Always check your newsletters and/or the school office for any changes/updates.**

PARENT PARTICIPATION – 15 HOURS OF SERVICE

Mission Montessori Schools requires fifteen (15) hours of family service per child enrolled for all Mission Montessori on the Desert (private school) families, and requires fifteen (15) hours of service per child for Mission Montessori Academy (charter school) families.

CLASSROOM OBSERVATION GUIDELINES for VISITORS

Mission Montessori School has an open classroom observation policy. Appointments may be arranged for observations beginning in October. This allows the children an opportunity to settle into their new class routine. We encourage observation, as this leads to a richer understanding of the Montessori Method and philosophy. Your presence in the classroom may have an affect on the behavior of the children. Becoming familiar with and following these simple guidelines for classroom observation will help you, your child, and your child's classmates.

1. Please set up your observation date with your child's teacher. At that time she will go over details, i.e. where she would like you to observe while in the classroom.
2. **Check in at the school office before proceeding to your child's classroom/receive a name tag.**
3. Please observe from the teachers designated areas.
4. Begin by watching the group as a whole.

5. Notice how the children initiate activities.
6. Note the different length of time the children are involved in their work. Children have different levels of concentration and ability to become absorbed in their work. Some children, even when distracted, have the ability to return easily to their work.
7. Observe the interactions between and among children working in small groups.
8. Notice different types of activities in which the children are engaged.
9. Notice how the teacher presents lessons. You will see that individual reactions to the presentations will vary.
10. Observe your child in relation to the points mentioned above.

FIELD TRIPS

A field trip for Mission Montessori on the Desert 3yr to 5 yr old students on the St. Anthony campus consists of Friday Park Days. Mission Montessori Academy kindergarteners and elementary students may be bussed to and from field trip destinations or they may be driven by parent volunteers who meet the guidelines set by the State. All students must have a written consent form from parent(s)/legal guardian(s) and the most current emergency information on file to be eligible to participate. Parents may be asked to pay an additional fee to cover the cost of each field trip. Field trips are planned for the academic day only.

PARK DAY PROCEDURES ** Applies to students on St. Anthony Campus Only

Primary students on the St. Anthony campus have the opportunity to walk to Rio Montana Park four times during the fall and winter, learning about the desert plants and animals, the seasonal weather changes, distance, time, and desert safety along the way. The benefits of going to the park are numerous as the early childhood years need to include a variety of opportunities for children to experience freedom within safe and monitored limits and boundaries. Providing children with the Park experience gives them an opportunity to explore the outdoors with their peers and students learn to work cooperatively as a group - walking together, and helping each other to follow the rules. Every class is led by their teacher, assistants and parent volunteers. Emergency information and cellular phones are on hand; the Scottsdale fire department is located right next door; bathrooms are checked upon arrival and children are escorted by a Mission Montessori staff member or parent volunteer. Children love park day and enjoy having their parents join them in the great outdoors. We appreciate everyone who volunteers, and what a great way to spend your fifteen (15) service hours. Parent volunteers, however, must be able to watch our school children and not be possibly hindered by younger siblings. ALSO, they must agree to turn off their cell phones while doing volunteer hours. You will receive a schedule of all park day dates for the school year from your child's teacher and they will also be marked on your school calendar. ***All parents picking up their child(ren) from the park are required to report to the teacher BEFORE signing their child(ren) out.***

NAPS

Most young primary and toddlers rest in the afternoon. Please send a small sheet or blanket marked with your child's first and last name, which can be sent home on weekends to be laundered. Older primary students do not require sleeping, but some children do need to nap sporadically and will do so in their own classrooms.

TOYS AND OTHER INAPPROPRIATE OBJECTS AT SCHOOL

Do not send pacifiers, bottles, toys, cars, dolls, stuffed animals, candy, or money to school with your

child. We understand that there are times when a new student desires something familiar from home to help him/her feel secure while making the transition from home to school. We understand and we will simply have your child keep it on the “safe shelf” or in his/her “cubby” during class time. This can be a sensitive situation and we thank you for your support.

On the Mission Montessori Elementary campus, students are not allowed to bring electronic devices, such as iPods, games, CD or DVD players.

SNACKS

Toddler and Primary Classroom Snacks

Each child will be asked to bring a weeks’ worth of snacks once or twice per year to be shared with the class. You will receive a calendar (also posted in the classroom) with your child’s name on an assigned date and the assigned snacks for the week. Please buy pre-packaged (as opposed to home made) foods to assure compliance with the Department of Health guidelines. Bring **snack foods that are whole foods, sugar free or low in sugar, and non-processed**. Juice is not appropriate for the classroom. Mission Montessori Schools does not serve peanuts, peanut products, or products with peanut components because there are students that are severely allergic to these types of food.. Be sure that your teacher knows your child’s food allergies. Mission Montessori School’s will take every precaution to avoid allergy emergencies, and do not allow children to share food. We assume no responsibilities for allergic reactions caused by food that the child is allergic to.

LUNCH POLICY

If your child stays for lunch and does not order a lunch from our hot lunch provider, please pack a nutritious lunch and include a blue ice pack. Please include bottled water instead of milk. Water is best for keeping hydrated during the day.

Suggestions for a healthy lunch include:

1. Foods that provide healthy protein such as lean meats, fish, poultry, beans, peas, cheese, and low-fat cottage cheese.

Avoid: Excessive use of butter, margarine, mayonnaise, and processed foods.

2. Foods that are low in sugar such as fresh fruits, fruit canned in its own juice or water or packed whole grain cookies. Keep all sugars to a minimum. Read food labels for clues on sugar content.

Avoid: Kool-Aid, sugary cakes, candy, cereal, milk

3. Pack food with adequate starch and fiber: Vegetables, fruits, whole grain breads and cereals.
4. Choose foods that are low in sodium (salt). Examples of high sodium foods that children should not be consuming except in *small quantities*: potato chips, pretzels, salted nuts, condiments, cured meats, and pickled foods.

Hot lunch can be purchased through our hot lunch provider, please see our website (Missionmontessori.com) for details.

Proceeds from lunch purchases provide the school with a small profit which is divided equally among our teachers for discretionary classroom materials/supplies/activities.

BIRTHDAY POLICY AND TRADITION

Birthdays are recognized and celebrated in our traditional style. The birthday child carries the globe around the sun (represented by a candle) one time for each year of his/her life while the teacher talks about how the child has changed over the years. Parents are encouraged to bring photographs of the birthday child—one for each year of his/her life. Please contact your child's teacher prior to your child's birthday so we can plan a time to celebrate. *We do not have food or treats of any kind for birthdays as this tends to put the focus on "what do we get" as opposed to honoring the birthday child. Your cooperation with this is appreciated.*

It is a tradition for Montessori children to present their class with a book or a plant during their birthday celebration. This provides an opportunity for the child to experience the pleasure in giving as well as receiving. If you wish to participate in this tradition, please remember to inscribe the gift with your child's name, birth date, age, and current year.

If you are planning a home party for your child, **do not send invitations to school with your child.** Mission Montessori's policy is to refrain from distributing invitations on campus. We have found these situations to be upsetting for those children not invited to the celebration and can easily be misplaced before arriving home. A class contact list will be provided.

APPLYING MONTESSORI IN YOUR HOME

1. Parent role as Teacher

- a. You are your child's first and most valued teacher. When your child expresses a desire to do something in your home, for example, cooking, show him/her how to do it in a way that (s)he will be able to repeat alone. Demonstrate using as few words as possible and performing each action as clearly and carefully as possible. Your child learns more by watching than by listening, although both are avenues by which your child absorbs and processes information. Once you have demonstrated something to your child, allow him or her to do it alone and without correction (This could be difficult, but you will both benefit).
- b. Your Toddler or Primary child learns much from the process of an activity and is not product oriented (like adults) at this young age. Affirm the positive in his or her actions, and encourage him or her to do the activity right away. You may have to fight the urge to correct and/or criticize.
- c. Present your child with real work. These tasks will build character, self-esteem and intellect. Your child will attempt to model him or herself based upon your actions. Model the behaviors you would like to see your child acquire.

2. Creating a Montessori "prepared environment" in your home.

- a. Establish order. First create a daily routine that your young child can depend upon. Set times for play, meals, and bed and keep to the routine whenever possible. Allow flexibility, but try to hold to the times that you set, so that your young child knows what to expect.
- b. Next, and you have probably heard this before, have "a place for everything and everything in its place". As adults this can be difficult. You can create variety and limit your child's toys by rotating them each month or week. Consider clearing out toy chests and replacing them with low shelves. Make child-sized work areas and eating areas. Lower the rod in your child's closet so (s)he can hang up his or her own clothing. Allow your child to place folded clothing in designated space.

3. Activities

- c. Allow your child to select his or her own clothing. If you are not comfortable with the choice, allow them to select between two sets of clothes. Whenever you find yourself in a struggle with your child, encouraging them to choose between two options often diffuses the situation.
- d. Allow your child to pack his or her own lunch. Make good, healthful foods that they enjoy available to them.
- e. Have plenty of paper, colored pencils and books available for your child to work with, as well

as scissors, glue and other craft materials should also be available.

SUPPORT YOUR SCHOOL THROUGH OUR ANNUAL CAMPAIGNS

Community Investment

For the past years, it has been necessary for high performing schools in Arizona to request voluntary contributions from parents and the greater school community to cover the per student funding

gap between what the state pays and what those schools need to maintain their high quality of education.

Mission Montessori Academy was awarded 2015-16 School of the Year and is in the top 10% of all schools in AZ. It has served nearly 2,000 students and their families since 2000. Our students have

consistently and substantially outperformed other local and state-wide high quality schools. Our Montessori program is a comprehensive educational model that includes educating the whole child beyond the academics.

Our community investment campaign supports our educational mode, as follows:

- (1) It supports the quality of the Educational Model by adding assistants in each classroom to reduce the student/teacher ratio and allow extended time for individualized instruction; and,
- (2) It supports Extra-Curricular activities that are vital for our Montessori whole child educational model.

To maintain the excellence in our present educational model and to meet the continued state reductions, we are requesting a gift of \$1500 per child. This can be paid in one lump sum or monthly payments over the school year.

Tax Credit

This annual tax credit is an opportunity that gives you the choice of where your tax dollars will be used and you can use these dollars as credit to pay your Arizona state taxes. This is a “dollar for dollar” tax credit for families and anyone who pays Arizona state taxes. You may give up to \$200 if you are single or up to \$400 if you are married and filing jointly. These tax credit dollars help a school pay for their specials’ programs.

COMPLETE THE PARENT SIGNATURE FORM LOCATED ON THE FOLLOWING PAGE – your signature states that you and your child have read this handbook in its entirety.

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PARENT SIGNATURE PAGE

(This page must be returned to your child's teacher)

Please read this page carefully, sign/initial where indicated, and return it with your child's enrollment packet.

1. I/We have read a copy of the Mission Montessori School Academy Parent/Student Handbook of policies and procedures. _____
(Parent/Guardian Initial)

1. I/We have read through the handbook and I/we am/are aware that this handbook contains important information on: the enrollment process, school attendance, student arrivals/dismissals, student drop off and pick up procedures, tuition/fees payment, refund policies, charter school withdrawal procedures, student records, Montessori birthday traditions, classroom observation guidelines, student health records, special needs policies, Code of Behavior and Policy of Support, toys, snacks, lunches and other important school information. _____
(Parent/Guardian Initial)

1. I/We understand and agree that it is my/our responsibility to follow these policies and procedures during the time my child is enrolled as a student in Mission Montessori at St. Anthony, St. Apkar, and/or Mission Montessori Academy. _____
(Parent/Guardian Initial)

I/We agree to abide by and support the policies and procedures of Mission Montessori Academy.

(Parent/Guardian Initial)

PLEASE PRINT

Student's Name _____ Teacher _____

PLEASE SIGN:

Parent/Guardian: _____ Date _____

Parent/Guardian: _____ Date _____