



Mission Montessori at St. Anthony
12990 E. Shea Boulevard

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

Mission Montessori Academy
Elementary Years Program
11050 N. 96th Street

Mission Montessori Academy
Middle Years Program
11050 N. 96th Street

**Parent/Student Handbook
2023-24**

www.missionmontessori.com
farm.missionmontessori.com

July 2023

Dear Mission Montessori Parents and Students,

Welcome to Mission Montessori Schools. Mission Montessori prides itself on setting high standards for student achievement and cultivating world-class thinkers in a holistic environment. Our emphasis is on individual student success while incorporating 21st century workplace skills: critical thinking, creativity, collaboration, communication and the ability to self-advocate.

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. Thank you for sharing this with your child so they are well prepared for a wonderful school year.

Mission Montessori will 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 love of learning and confidence they will use in the future.

Thank you for joining the Mission Montessori Schools learning community.

A handwritten signature in black ink that reads "Joslyn Maike". The signature is written in a cursive style with a long, sweeping underline.

Ms. Joslyn Maike
Head of Schools

Table of Contents

BOARD OF DIRECTORS AND ADMINISTRATION	4
MISSION STATEMENT AND GOALS	5
CONTACT INFORMATION	6
HOURS OF OPERATION	7
PARENT AND VISITOR INFORMATION	8
CLASSROOM FEE PAYMENT & PROCEDURE	8
Mission Montessori Academy (Charter) Elementary and Middle Years Program	8
EXTENDED DAY PROGRAM	9-10
Contact Phone Numbers	9
CLASSROOM PLACEMENT	11
Age Requirements	11
ATTENDANCE	11-14
ARRIVALS AND DISMISSALS	14
Arrival (Drop-off) Procedures	14
Pick-up Procedures	15
Late Pick-up	16
Transportation	16
Parking	17
SCHOOL HEALTH POLICY	17-18
Sick Children	17
Medication	18
Immunizations	18
Emergency Information Card	18
Child Abuse	19
Liability Insurance	19
Pesticides	19
Parental Access to the Premises	19
EXCEPTIONAL STUDENT SERVICES (ESS)	19-20
STUDENT RECORDS AND PERSONAL INFORMATION	21
Records Requests	21
Non-Discrimination	22
CODE OF STUDENT CONDUCT	22-25
CHARACTER EDUCATION	25
TOBACCO POLICY	26
BITING POLICY	26
DRESS CODE/UNIFORM POLICY	26-28
SCHOOL AND PARENT PARTNERING	28
Volunteer Confidentiality Policy	29
Volunteer Background Check	29
Volunteer Approval	29-30
PARENT COMMUNICATION & NOTIFICATION, CONFERENCES, and REPORT CARDS	31
CLASSROOM OBSERVATION GUIDELINES for VISITORS	31
FIELD TRIPS	31
SMART WATCHES/PHONES/TOYS AND OTHER INAPPROPRIATE OBJECTS AT SCHOOL	31
STUDENT TECHNOLOGY POLICY - NO SMART WATCHES OR PHONES ALLOWED	31-32
SNACK AND LUNCH POLICY	34
BIRTHDAY POLICY AND TRADITION	34
APPLYING MONTESSORI IN YOUR HOME	35
SUPPORT YOUR SCHOOL THROUGH OUR ANNUAL CAMPAIGNS	
36	
PARENT SIGNATURE PAGE	39
APPENDIX A	40
APPENDIX B	41

THE BOARD OF DIRECTORS AND ADMINISTRATION

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 Private School	Maura Kelly
Senior Faculty Leaders	Kelly Wisley and Maura Kelly

Business Office

Registrar	Renee Gagliano
Business Manager	Victoria Allen
Business Accounts	Jennifer Martin

Mission Montessori Academy's Middle Years Program

Head of Program	Joslyn Maike
-----------------	--------------

Mission Montessori Academy at 96th St

Head of Elementary School	Joslyn Maike
Head of Middle School	Joslyn Maike
Office Liaison	Rasha Khaled

Mission Montessori Academy at St. Anthony

Head of Private School	Maura Kelly
Site Manager	Debbie Wright

Mission Montessori Academy at St. Apkar

Head of Private School	Maura Kelly
Office Liaison	Rasha Khaled

MISSION MONTESSORI ACADEMY 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 ACADEMY'S MIDDLE YEARS PROGRAM MISSION STATEMENT:

Our mission is to provide the most natural and life supporting environment for the child, supporting and celebrating the unique greatness that is within each child, observing the child and continually adapting the environment to support the fulfillment of the child's greatest potential physically, intellectually, emotionally and spiritually.

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 Academy: A Charter School for grades Kindergarten - 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 sixth, 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.

Offering ½ day Kindergarten

Phone number is 480-699-4950 ex 67

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

Offering ½ day Kindergarten

Phone number is 480-699-4950 ex 40

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

Offering grades 1st-5th

Phone Number is 480-699-4950 ex 0; fax 480-314-3346

Mission Montessori Academy's Middle Years Program: 11050 N. 96th St.

Offering grades 6th - 8th

Phone number is 480-699-4950 ex 0; fax 480-314-3346

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

96th St. & Middle Years 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-3:15 PM/Kindergarten 8:00 AM-3:00 PM

Extended Day: 7:30-8:30 AM and 3:15-5:30 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-3:00 PM/Kindergarten 8:00 AM-3:00 PM

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

96th St:

1st-3rd Grades

Full Day: 7:30 AM-2:40 PM

Early Release for Conferences: 12:10 p.m

Early Release Fridays: 1:15 PM

Extended Day: 2:40 PM-5:30 PM

Extended Day Friday: 1:10 - 5:30 PM

4th-5th Grades

Full Day: 7:30 AM-2:30 PM

Early Release for Conferences: 12:00 p.m

Early Release Fridays: 1:15 PM

Extended Day: 2:40 PM-5:30 PM

Extended Day Friday: 1:10 - 5:30 PM

Middle Years Program:

Full Day: 7:30 AM- 2:30 PM

Early Release for Conferences: 12:00 p.m

Early Release Fridays: 1:00 PM

Extended Day: 2:40 PM-5:30 PM

Extended Day Friday: 1:10 PM- 5:30 PM

PARENT AND VISITOR INFORMATION

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

Parental Access to Premises

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). Mission Montessori Schools cannot be responsible for any vandalism or thefts that may occur.

STUDENT CONSUMABLES PAYMENT & LINKS

Mission Montessori Academy (Charter) EYP & MYP

The optional student consumables payment covers the costs for kleenex, 1st aid supplies, science labs and projects.

To pay your child's consumables follow the links below:

1st-3rd

<https://checkout.square.site/merchant/D11N5XFWERHRD/checkout/7OUWRAW2ICIK7OD3WM7O6T66>

EYP - 4th-5th

<https://checkout.square.site/merchant/D11N5XFWERHRD/checkout/HCHN5V4N5RCXAGMXADK CXATW>

MYP - 6th-8th

<https://checkout.square.site/merchant/D11N5XFWERHRD/checkout/BCTNNPUX5SWF3DCS5AG QXSHE>

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

Location:

Mission Montessori at St. Anthony at 12990 E. Shea Blvd meets in a primary classroom.

Mission Montessori at St. Apkar at 8849 E Cholla meets in the classroom on the North side.

Mission Montessori at 96th St. at 11050 North 96th Street meets in the classroom on the Northeast corner of the building.

Hours:

Our Extended Day Program offers extended hours Monday – Friday:

Afternoon:

- Charter (96th St.) - 2:40 pm – 5:30 pm & Fridays 1:10 pm - 5:30 pm
- Private (St. Anthony/St.Apkar) - 3:15pm - 5:30pm

Contact Numbers:

St. Anthony- 480-699-4950 Ext. 62

St. Apkar - 480-699-4950 Ext. 41

96th St.- 480-699-4950 Ext. 14

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. Drop Ins are accepted at an hourly rate. All parents who wish to use the Extended Day Program must register their child. The Extended Day Program is a monthly arrangement and extended day monthly fees are not prorated.

Cost:

Mission Montessori Academy & Middle Years Program (Elementary and Middle School Charters)

This is a monthly fee. Please contact the main office at your campus for a fee schedule. The oldest child full price, 25% off each additional child.

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 site manager. There will be NO REFUNDS of Extended Day monies paid.

FOR QUESTIONS REGARDING REFUNDS, FEES/BILLINGS, PLEASE CONTACT Ms. Martin:
jmartin@missionmontessori.com

Drop-ins:

Parents may call ahead in an emergency to place their children 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 the day of. **We do not allow drop ins on early release days.**

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 **drop-in** 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 "**extracurricular activities**". **Activities** instructors are directed to walk the children to the front gate for pick-up. The instructor will wait **5** minutes after the end of **activity** 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 school day.

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

Procedures and Schedules:

Please refer to the section Mission Montessori Academy Code of Student Conduct, and School 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 Student 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.

Snack:

Snack should be sent to school daily for Extended Day. Please send a nutritious, healthy snack with your child daily. It can be labeled as "Extended Day Snack".

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.

Parents who have questions about their child's placement should contact the Registrar. Changes in the classroom assignments will only be made if the well being of the child is seriously affected.

Age Requirements

Kindergarten Policy - Mission Montessori Academy has a policy that sets September 1st as the cut off date for entrance into our kindergarten program. Consideration may be given to a child who has a birthday after the September 1st date *and* who has been evaluated by two teachers and meets the exceptional criteria for early entrance into kindergarten. Kindergarten students entering mid -year must meet with the teacher for placement testing and spend a morning shadowing in the classroom before placement. **Kindergarten students in the class wear uniforms and participate in state testing in accordance with our Elementary Charter school, Mission Montessori Academy.**

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.

VIOLATION OF THE LAW CAN HAVE SERIOUS CONSEQUENCES!

1. An email must be sent to office@missionmontessori.com to inform the school of the child's illness/absence should be made as soon as possible. A message may be left. If no call is made, a written excuse must be brought to the school office when the child returns.
2. Frequent patterns of absences will result in a phone call from or meeting with the teacher. Penalties for excessive absenteeism may include meeting with an administrator, failure to pass a grade in school, or referred to a truancy officer.

Excessive absences adversely affect your child's education, the school's funding and annual Letter Grade.

3. When a child needs to leave school early for an appointment, please send an email to office@missionmontessori.com. All students must be signed out by a responsible person. We encourage parents to make appointments after the school day to ensure your child has a full day of academics. Teachers do not make up missed lessons if a child is absent for appointments or unexcused absences.
4. Vacations should be planned for regularly scheduled breaks. The school does not condone taking students out of school during the school year schedule. Vacations are unexcused absences.
5. 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 Head of School regarding the chronic health program.
6. A student who is absent for 10 consecutive days, will be withdrawn from the school. ARS-15-901(A)

The school will send notification letters on the 5th and 10th days of absences that affect truancy. Absences will affect the eligibility for participation in extracurricular activities, including learning expeditions and graduation ceremony. If a student must be absent, parents or guardians, please email the school at office@missionmontessori.com by 8:00 AM to report that the child will be absent and the reason so we can identify the absence as excused or unexcused. Please understand your child will NOT be excused for babysitting, shopping, haircuts, missing the bus, transportation problems, or vacation. Someone from the school will call or email 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. The student will be given a pass to take to the classroom teacher. A student will not be permitted into the classroom without a pass.

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 students. On the Elementary campus,(and kindergarten students at our other campuses), if for any reason you should arrive after 8:00 am, your student must go to the office for a late slip before going to class. The state requires that all charter school absences, along with the cause of absence, be recorded, and kept current. Absences not called in by the parent/guardian will be considered by the state unexcused.

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 insure accurate state funding allocations to Mission Montessori Academy and Mission Montessori Academy's Middle Years program.**

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 Membership. 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 for over ten days.

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

Mission Montessori Academy and MYP consider the following excused absences - illness, death in the family, unavoidable doctor's appointment, religious holidays. All absences require notification to the school office (office@missionmontessori.com).

Unexcused Absences

The state considers absences not called in by parent/guardian unexcused. Mission Montessori Academy and MYP consider the following as unexcused absences: vacation, or any days absent other than the above excused days to be unexcused. All lessons and classroom experiences missed are very difficult to make up.

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 Head of Program, 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 documented with an approved Section 504 Accommodation plan, 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

96th St. Campus - *VERY IMPORTANT*

No parking on campus between 7:30 a.m. and 8:00 a.m. OR 2:20 p.m. - 3:00 p.m. (early release days 11:30 - 12:30, Friday 12:30 - 1:30). If you need to park and go to the office, you will need to wait until after school begins or after the afternoon carline is over.

St. Anthony Campus and St. Apkar Campus

7:30am - 5:30pm	Infant/Transition
8:30am - 3:00pm	Toddler and Primary
8:00 am - 11:00 am	Charter Kindergarten
11:00 am - 3:00 pm	Continued Kindergarten Day (private fee)
3:15 pm - 5:30 pm	Extended Day

96th St. Campus

7:30 am - 7:55 am	1st - 5th grades morning drop off
8:00 am - 2:40 pm	1st-3rd grade school day
	M-TH Dismissal 2:40
	Friday Dismissal 1:10
8:00 am - 2:30 pm	4th-5th grade school day
	M-TH Dismissal 2:30
	Friday Dismissal 1:00
2:40 pm - 5:30 pm	Extended day

96th St. Campus - Middle Years Program

7:30 am - 7:55 am	6th - 8th grade arrival
8:00 am - 2:30 pm	6th - 8th grade school day
2:30 pm	Dismissal
	Early dismissal Friday - 1:00 p.m.

Procedures 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.
- Do **NOT** leave your vehicle in line.
- Please help ensure your child is ready to exit the vehicle when a teacher approaches. **DO NOT ALLOW YOUR CHILD TO EXIT THE VEHICLE UNTIL THE DOOR IS OPENED BY A STAFF MEMBER, no matter how old or capable your child is, staff is watching traffic and flow and will open the door for your child when staff are ready. This is a safety issue. Same for end of day car line pick up.**
- Park only in designated spaces if you have an appointment.
- 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.
- Children **CAN NOT** be on the school campus before 7:30 am, when we provide adult supervision.

St. Anthony Campus and St. Apkar Campus Arrival

Curbside drop off is available at the bell tower (St. Anthony) **at the playground** (St. Apkar) from 7:45 am - 8:00 am for Kindergarten students and **7:45am -8:25 for Toddler and Preschool 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 each time the child is admitted or released.

St. Apkar/St. Anthony Campuses - 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.

Staff will 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. Please be sure to attend your child's classroom open house before school starts in August. 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.

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 email office@missionmontessori.com. 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.
- This is **NOT** a time to talk to your child's teacher. Quickly make sure that your child is buckled in and doors are closed properly, and move away as quickly as possible.
- If a child's items are left in the classroom they will not be permitted to return to the classroom.

St. Anthony and St. Apkar Campuses

- Curbside pick-up is available at the bell tower, for half **day primary students**, from 12:30 – 12:45 PM (St. Anthony) playground area (St Apkar) for half day kinders, 12:30– 12:45 PM for half day 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 onto campus to sign out your child.
- All parents of 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 at **St. Anthony and St. Apkar**. Students at **St. Anthony** Campus and **St. Apkar** Campus may use the Extended Day Program from 7:30am to 8:30 am and from 2:45 pm to 5:30 pm. On **96th St.** Campus students may use the program from 2:40 pm to 5:30 pm/1:10 p.m. - 5:30 p.m. Fridays. If you arrive to pick up your child after 6:00pm, at either campus, you will automatically be charged a fee of **\$1.00 for each minute after 5:30 p.m.** 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 Church has requested that Mission Montessori 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.

96th St. Campus

- **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 sight.
- Please do not park in the carline.
- Please do not park under the carport during drop off and pick up hours.

SCHOOL HEALTH POLICY

Sick Children

· 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 Emergency Forms. Please put all changes in telephone numbers or emergency contacts in writing and 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.

COVID-19

If a student or anyone in the student's family has been exposed or tested positive for COVID-19, you must contact Ms. Jennifer Martin at jmartin@missionmontessori.com BEFORE coming to school at any campus.

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, he/she must have a signed exemption on file. These forms can be found in the office. Students exempt from immunizations will be restricted from school attendance if the CDC or DHS declares an outbreak of an immunizable disease in Maricopa County. All needed immunization records must be on file prior to the child attending school. If your child does not have immunizations on file, he/she will not be allowed to attend classes until the situation has been remedied. Please bring any updated immunization records to the office.

Emergency Card

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.

Child Abuse

Mission Montessori Schools maintains strict adherence to Arizona laws and statutes governing the reporting of suspected child abuse. All **Mission Montessori employees** are required to report suspected child abuse and 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 extended day 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/Extended Day glass case.

Parental Access to the Premises

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

EXCEPTIONAL STUDENT SERVICES (ESS) - SPECIAL NEEDS

POLICIES AND PROCEDURES

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.

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.

All processes and policies associated with Exceptional Student Services are followed as prescribed by the Arizona Department of Education and posted on this website.

<https://www.azed.gov/specialeducation>

All processes and policies associated with English Language Learners are followed as prescribed by the Arizona Department of Education and posted on this website

<https://www.azed.gov/oelasandmep>.

All processes and policies associated with Section 504 are followed as prescribed by the Arizona Department of Education and posted on this website

<https://www.azed.gov/specialeducation/parents/504-accommodation-plan>

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

Parents have access to all written and electronic educational records in accordance with ARS 15-143.

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 0.

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.

Code of Student Conduct

Mission Montessori Academy has updated its Code of Student Conduct to provide students, parents, 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 **extracurricular** 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
- **Destruction of School Property**

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
- **Parents liable for damage to school property**

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**
- **Parents liable for damage to school property**

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 uses the Mustang Code; Compassion, Community, Kindness, Respect, Courage, Citizenship, Integrity to

- **Development of one’s character**
- **Ability to work within a group**
- **Self-Discipline and self control necessary to accept rules of a group**
- **Sense of concern and genuine respect for others and their property**
- **Flexibility, passion, excitement, and enthusiasm for learning**
- **Compassion, Community, Kindness, Respect, Courage, Citizenship, Integrity**

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 asked to remove your child from school until the behavior disappears.

DRESS CODE

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

1. All Charter students- kindergarteners, elementary and middle school students are required to wear school uniforms- white, black, or purple polo and khaki pants **or** shorts, plaid skorts, skirts every day unless there is a special school or classroom "**spirit**" day. Our vendor is Dennis Uniform company and Psycho Jock Embroidery on 9420 E Doubletree Ranch Rd C-109, Scottsdale, AZ 85258 can also provide needed logos to be placed on clothing that meets the uniform requirements.

2. Clothing with offensive words, slogans, pictures or statements of disrespect or other messages staff believes to be disruptive are inappropriate and 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 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.

5. Students may not have color in their hair that is not the normal spectrum of hair color. No colors, no extreme bleaching, no extreme black color.

6. In colder weather, hoody's, jackets, and non-school sweatshirts will not be allowed inside the classroom. Sweaters, Crew jackets on the list at Dennis Uniform will only be allowed. Our school code is QMA. School trip sponsored sweatshirts and Fridays shirts will be allowed to be worn on Friday's only.

Uniform Policy

Uniforms must be worn daily when on campus before, during, and after school. Uniforms must be clean, and free of wrinkles, holes, tears, frays, stains, and other miscellaneous marks.

Uniforms can be purchased through:

- Dennis Uniforms www.dennisuniform.com 800-854-6951
- Limited used uniforms are available through Mission Montessori's Spirit Shop

<p>Top</p> <ul style="list-style-type: none"> ● Embroidered polo from Dennis Uniform (black, white, or purple) must be tucked in at all times ● Embroidered ¼ zip-up pullover, vest, or cardigan from Dennis Uniform (black) ● Black, logo-free crew neck sweatshirts are permitted only in the event of backordered warmer wear. ● Hooded sweatshirts are not allowed 	<p>Bottom</p> <ul style="list-style-type: none"> ● Khaki shorts or pants from Dennis Uniform ● Mission Montessori Plaid Print Skirt from Dennis Uniform. ● Skirts and shorts may be no more than 1" above or below the knee ● Solid black or white <u>ankle</u> length leggings are permitted under skirts during cooler weather. ● Black or white tights
<p>Shoes/Socks</p>	<p>"Free Dress" Days or Learning Expedition</p>

<ul style="list-style-type: none"> ● Black, white, purple, or yellow closed toe tennis shoes. ● All shoes must be clean, free of tears, and sturdy soles. ● White or black shoe laces only ● Solid black or white socks or tights. Small logos are permitted 	<p>Absolutely no offensive messages or logos</p> <ul style="list-style-type: none"> ● Shirts: must have sleeves and cover the midriff ● Bottoms: jeans (minimal rips allowed), sweatpants, or leggings are acceptable. Shorts and skirts must be a modest length. ● Shoes: must be closed toe, provide support in arch and sole. No Crocs or plastic shoes, ballet/slip on shoes or sandals style.
--	--

<p>Hair</p> <ul style="list-style-type: none"> ● Only natural colors (blonde, brown, black, auburn) are allowed. ● Conservative hairstyles only 	<p>Hats/Sunglasses</p> <ul style="list-style-type: none"> ● Hats may be worn outside only ● If the hat is a distraction or deemed inappropriate, it will be confiscated ● Sunglasses are not allowed in the classroom, patio, or turf areas
<p>Jewelry</p> <ul style="list-style-type: none"> ● Modest jewelry is acceptable. ● Piercings are allowed in the ears only ● Any jewelry that is a safety hazard or creates a distraction that disrupts the learning environment will be confiscated 	<p>Makeup</p> <ul style="list-style-type: none"> ● A modest amount of makeup is permitted. ● Heavy black makeup is not allowed. ● Students are not allowed to have makeup products at school or on school sponsored trips

In the event that a student is in violation of the dress code policy, the following action will be taken:

1. First Offense: Verbal Warning and Parent Communication
2. Second Offense: Give the student the uniform in question from the spirit shop and charge the family for the garments

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, which will involve them when considering major decisions that affect the school community
- To keep 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, and special child-centered events
4. By arriving in a timely manner for drop-off and pick-up each day

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.

- 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 the child/ren** and the family, such as keeping all immunization records, addresses and phone numbers updated at all times.

VOLUNTEERING

- **IVP Fingerprint clearance cards are required for any person volunteering or attending any field trip.**
- **There is a limit to how many parents/volunteers who can attend field trips.**
- **Each parent/volunteer is expected to be healthy and able to attend field trips knowing there are long days, long walks and extra physical duties that may be applicable.**
- **All volunteers must be approved by Ms. Maike and Ms. Martin.**

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 - all persons wanting to volunteer will need to email [Ms. Maike](#) and [Ms. Martin](#) to begin in the process of being approved.

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

PARENT COMMUNICATION & NOTIFICATION, CONFERENCES, and REPORT CARDS

Mission Montessori teachers send home a weekly classroom update via email to keep parents informed of activities and special events.

Parents will be notified regarding the following:

- If any student biometric information, i.e., noninvasive electronic measurement of physical characteristics of a person used to electronically identify that person will be used. It is currently not used.
- If student surveys will be administered. Any surveys prepared, administered, retained, and communicated to parents and students in a manner consistent with state and federal laws. No survey that solicits personal information about a pupil regarding any of the listed categories in A.R.S. §[15-117](#)(A) shall be conducted without being approved and authorized by the Head of School.
- A Parent or proper guardian will be notified if their child, who is a student of the school, is victim to harassment, intimidation or intimidating conduct that has taken place on school property.

Three parent conference dates are scheduled, October, February, and May. Two for Middle Years Program (October and February) – 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.

Report cards will be sent home two times per year.

Parent Education

Mission Montessori Schools posts many videos and articles on its Social Media platforms, Facebook, Instagram and Twitter to educate parents about our school and the Montessori Method. 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. Please follow us on these platforms and check for updates.

CLASSROOM OBSERVATION GUIDELINES for VISITORS

Mission Montessori Academy Tour Policy: MMA/MYP is available to conduct guided tours of the campus for current or prospective parents. The tours are conducted by the school registrar or other Administrator. Tours must be scheduled ahead of time. You can schedule tours by calling 480-699-4950 x 0. **Mission Montessori Academy's Parental Classroom Visit Policy:** Current and prospective parents

may participate in a classroom visit with pre-scheduled appointments for the following activities: Project Presentation, Cultural Day, Spirit Assembly, Child as Teacher, Park Day. Parents must have a pre-scheduled appointment. Parents are expected to follow the Mustang Code as well as observe the Student/Parent Handbook while on campuses. Parents will be expected to sign in upon arrival and out to leave the campus when the planned activity is complete.

Mission Montessori Academy's Classroom Observation Policy:

Current and prospective parents may request to complete a classroom observation by appointment only. Parents will be given an observation questionnaire to complete during the observation. Parents will not be allowed to interact with the students or their own child if applicable. Parents will be accompanied by an administrator. The visit is not to exceed thirty (30) minutes. Tours, visits, and observation may be canceled if concerns related to the health and safety of students arise. Parents and prospective students' parents may reschedule once it is safe to do so.

FIELD TRIPS

Mission Montessori Academy & Middle Years Program kindergarteners, elementary and middle school students may be bussed to and from field trip destinations. 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.

CELL PHONES, SMART WATCHES, TOYS AND OTHER INAPPROPRIATE OBJECTS AT SCHOOL

Do not send 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 campuses or field trips, learning expeditions, students are not allowed to bring electronic devices, such as Cell phones, iDevices, games, smart watches or recording devices. These items will be turned in to the office for a parent to pick up

Policies Regarding Student Technology Use

Recording of Video, Sound, and/or Data

- Do not take pictures, video, or sound recordings of teachers, staff, other students, or anyone on campus without their permission for each occasion. Students attending or participating in campus public events, such as sporting events, will be presumed to have granted permission for appropriate taking of pictures, videos, or sound recordings, provided that these may not be

shared outside of the Mission Montessori community (students, teachers, and parents) without specific approval from those recorded.

- Cameras, phones, tablets, computers, recordable pens, listening/recording devices, any and all devices currently available as well as yet to be developed are included in this policy, including the section regarding “Respect for Others.”
- It is never appropriate to record private video and/or audio conversations without the permission of all parties. In some cases, this activity may violate applicable law and may subject the person making the recording to criminal or civil penalties.
- Students must obtain express written consent from the teacher in order to do any type of video or audio recordings during class time on a school issued device. Consent must be given before each recording.
- Students must have specific authorization from a teacher:
 - ❖ to use Skype, Zoom, Facetime, or any other video conferencing type of site, software, or application during class time.
 - ❖ before uploading to the Internet any video or audio recorded during class or in conjunction with a class project.
 - ❖ before altering or in any way changing a recording obtained in class or for a class project if the resulting recording will be disseminated either over the Internet or by other means.
- Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner, including via social media, that disrupts the educational environment or violates the rights of others, including using the device to take photographs in bathrooms, cheat, or otherwise violate student conduct rules, is not permitted at Mission Montessori. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing explicit sexual material or indecent visual depictions of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.”

Unless otherwise banned under this policy or by the Head of School, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Respect for Others:

- Any use or posting online of personally identifying information about any members of the School community (including photos, videos, names, addresses, phone numbers, email addresses, or work) without their permission is strictly prohibited.

Monitoring:

- The School reserves the right to confiscate and examine the contents of any electronic device if the School, in its discretion, believes that it is being used in violation of School policy. The School also monitors the use of its network and Internet connection, and students should have no expectation of privacy in their use of technology on campus, in their School activities, when using Mission Montessori technology resources, or when interacting with other members of the

School community. Personal devices from home are never permitted. The school will provide the device if needed.

- Mission Montessori expects any student who receives unlawful pictures/images or indecent visual depictions of another person through the use of a computer, electronic communication device or cellular telephone to immediately delete or report the visual depiction to their parent, guardian, school official, or law enforcement official. If such a report is made to Mission Montessori, it will investigate and take whatever action it deems appropriate, and is required by law, which may include disciplinary action for any students involved, and/or notifying parents or legal guardians, outside agencies, or law enforcement. In addition to the foregoing, and as provided elsewhere in this Handbook, Mission Montessori explicitly prohibits harassment and bullying of any kind, including harassment or bullying perpetrated through electronic communications. Student cell phones can be searched if there is probable cause that a criminal violation has occurred, and may be searched if reasonable suspicion exists that the phone contains evidence of a violation of school policy.

SNACK/Break POLICY

All classrooms will have a 15-20 minute snack break each morning. Please send a nutritious, healthy snack with your child everyday.

LUNCH POLICY

Please pack a nutritious lunch and include an ice pack. Please include bottled water instead of milk. Water is best for keeping hydrated during the day.

Mission Montessori has its own nutritious hot lunch program (see *ordering information at www.missionmontessori.com/hub*) available to parents to order for their children and will not allow the delivery of lunches or snacks via outside delivery services such as uber eats or door dash. Do not order food/drinks to be delivered from outside vendors such as DoorDash or UberEats or others to school for your child.

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.

BIRTHDAY POLICY AND TRADITION

It is a tradition for Montessori children to present their class with a book, puzzle, or other manipulative material 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.

At the elementary campus, birthday traditions are different in each classroom. Check with your child's teacher for the details.

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. Please mail your invitations from home. Also, please do not send gifts to school for other children. We have found these situations to be upsetting for those children not invited to the celebration(s).

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. 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 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 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 \$1700 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.

You can donate to both programs anytime throughout the year by going to Mission Montessori’s website: www.missionmontessori.com/donate/

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

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, extended day tuition/optional 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, Mission Montessori Academy's Middle Years Program** and/or Mission Montessori Academy. _____

(Parent/Guardian Initial)

I/We agree to abide by and support the policies and procedures of Mission Montessori **Academy and Mission Montessori Academy's Middle Years Program.** _____

(Parent/Guardian Initial)

PLEASE SIGN:

Student's Name & Signature

_____ Date _____

Parent/Guardian: _____ Date _____

Parent/Guardian: _____ Date _____

APPENDIX A
Student Policies

Mission Montessori Academy and Mission Montessori Academy's Middle Years Program shall not discriminate against students or parents on the basis of a religious viewpoint or religious expression. A.R.S. 15-110

APPENDIX B

ANNUAL NOTIFICATION

TO: Workers, Building Occupants, or their Legal Guardians, Tradesmen, and Outside Service Providers

FROM: Mission Montessori Academy
11050 North 96th Street, Scottsdale, Arizona

REFERENCE: Asbestos Hazard Emergency Response Act (AHERA) 40 CFR 763-Asbestos-Containing Materials in Schools; Final Rule and Notice, October 30, 1987, 763.84, Local Educational Agency (LEA) responsibilities.

Notification is required to inform building occupants at least once each school year about inspections, response actions, and post-response action activities, including periodic reinspection and surveillance activities that are planned or in progress at each school K-12 in accordance with AHERA.

Asbestos materials were not identified within the on site school structures. The EPA requires an asbestos Management Plan (MP). The MP (dated April 2011) is available for review at the administrative office of the campus.

If you have any questions, please contact the Designated Person listed below:

Designated Person: Mr. Jay Deubel

Telephone #: (602)-790-8518