

# Maria Montessori Academy

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## A-Z Parent Handbook 2018-2019

“It is true, we cannot make a genius; we can only give each individual the chance to fulfill his potential possibilities to become an independent, secure and balanced human being.”

~ Dr. Maria Montessori

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## **MISSION**

The mission of Maria Montessori Academy is to provide an individualized grade Pre K-9 education that promotes academic excellence founded on the authentic philosophy of Dr. Maria Montessori. MMA will craft each child's education in partnership with educators and parents to achieve higher levels of academic, personal and social achievement, thereby preparing students to become constructive contributors to their community.

## **VISION & EMPHASIS**

We are a community of families, educators and community leaders dedicated to making a positive and lasting impact on our environment, our state and our nation. Our vision is to educate students that will become citizens whose actions reflect strong character, ethical values, an awareness of their role as stewards of this earth, and a clear understanding of their own and others self-worth and dignity. Maria Montessori Academy's academic program offers a uniquely prepared environment emphasizing the intellectual and humanitarian development of students. Individual attention to educating the whole child will produce self-disciplined, cooperative, responsible and creative thinkers who positively affect their school, neighborhood and the world at large.

## **GOALS**

We strive to provide a learning environment tailored to enhance your child's physical, intellectual, emotional and social development. We are concerned with your child's individual growth and potential. It is our goal to give our children a basis for strong character and moral development, happiness and fulfillment, thus encouraging harmony and courage.

## **CHARTER SCHOOLS (What are they?)**

Charter schools are publicly funded and are not private schools. They are open to all students, are committed to improving public education, demonstrate a record of student achievement, and have specific educational missions and focuses. Charter schools are public schools created by a group of parents, teachers, or community leaders who see an educational need in their community and want to meet that need. To operate, charter founders must submit an application for approval by the State Charter School Board or the board of a school district. The MMA Charter Application can be viewed on the MMA website.

*Disclaimer: Please note that policies are always in the process of being reviewed and voted upon. Parents and students should check the website ([mariamontessoriacademy.org](http://mariamontessoriacademy.org)) for the most accurate list of procedures and policies. The policies and procedures described in this handbook are not exhaustive.*

## **KEY POINTS OF THE MONTESSORI METHOD OF EDUCATION**

- Montessori schools promote respect for children as unique individuals.
- The child's social and emotional development along with academic development is of great concern.
- Montessori schools are supportive schools where children don't get lost in the crowd.
- Peace education is paramount to the Montessori philosophy. Dr. Maria Montessori was nominated for the Nobel Peace Prize three times in her lifetime.
- Classrooms are bright and exciting environments for learning.
- The classrooms are multi-age classes which span three grade levels-children develop close and long-term relationships with teachers and classmates.
- The multi-grade classroom encourages a strong sense of community and teachers come to know each child's learning style.
- Classrooms are not teacher centered but child centered.
- This allows students to develop their leadership skills and independence.
- The Montessori method assumes that children are born intelligent, they simply learn in different ways and progress at their own pace. Multiple intelligences are recognized and encouraged. Students move ahead as quickly as they are ready.
- Texts and workbooks are rarely used because many of the skills and concepts are abstract and a text simply doesn't bring them to life.
- Montessori relies on hands-on, concrete materials to introduce new concepts. Investigation and research are experiences that actively engage the student.

- Learning is not based on rote drill and memorization.
- Montessori schools set high expectations and challenges all students not just those considered “gifted”.
- The students develop self-discipline and an integral sense of purpose and motivation.
- Montessori schools normally promote diversity in their student body, creating an atmosphere of mutual respect and global perspective.
- Students develop a love of the natural world-outdoor education is a very important part of the Montessori curriculum.
- Students learn to care and contribute to others through their community service.
- Montessori teachers facilitate learning, coach students and come to know them as friends and mentors.
- Students learn that mistakes are natural steps in the learning process.
- Montessori students learn to collaborate and work together on major projects. They strive for their personal best in this non-graded environment rather than competing for the highest grade in the class. Families are important in these caring environments.

## **OPPORTUNITIES FOR PARENTAL INVOLVEMENT**

Working in partnership with parents/guardians to provide an education that meets the needs of the whole child is a central component of MMA’s approach. Parents/Guardians will be encouraged to actively participate in their children’s academic life by attending parent-teacher conferences, participating in the establishment of Annual Goals, receiving Weekly Work Plans from teachers, and attending program meetings and open houses. Classroom observations and discussions with teachers will further involve parents/guardians in their child’s experience at school.

### **MAPA**

MAPA is the Montessori Academy Parent Association and the success of the Montessori program depends upon the dedication and cooperation of the teachers and parents. Their concern and efforts have the same objective; the fullest development of the child. Besides supporting the school and the staff, parents are encouraged to contribute to their child’s Montessori experience through volunteering in various ways, by serving on committees, helping with maintenance, preparing materials and participating in fundraising events. This assistance needs not be limited to only a few families. We need total support from our families. “If we all do a little, we can accomplish a lot!”

MMA will also appoint a member of the MAPA Executive Committee along with MMA’s administrative assistant to schedule and coordinate volunteer services for parents who wish to donate their time to the school. These individuals will be charged with maintaining parent volunteer information and notifying parents of opportunities at the school. To get involved in one of these many opportunities please contact the school office or email them at [MAPA@mariamontessoriacademy.org](mailto:MAPA@mariamontessoriacademy.org).

## **OBSERVING THE CLASSROOM/VISITING THE SCHOOL**

Parents are welcome and encouraged to observe their child’s class. Arrangements should be made in advance with the child’s teacher or the office manager. Observations should be kept to thirty (30) minutes or less to minimize distractions for the students. **We will schedule observations after the first eight weeks of the school year, when the children have settled into a harmonious and familiar routine.**

The parent’s role while in the classroom should be that of an observer of the children and their activities. We ask that the observer not become involved in what the children are doing, but to remain in the background and enjoy watching the children at work. If you have questions about what you have observed or need to talk with your child’s teacher for any reason, please check with the office for the best time to call her or make an appointment with her. We ask that the following guidelines be observed:

- Arrangements for childcare of other children needs to be made ahead of time.
- A classroom observation form will be required for each observation. This form will be given to the Director for appropriate follow-up with the classroom/teacher.
- Sit quietly in one of the observation chairs. You may move to a different chair to observe another area of the room. Try not to make your presence felt.

- Do not ask the children questions or engage in conversation. If a child asks you a question, answer briefly then state that you are there to watch the class work.
- Do not walk around the room or handle the materials.
- Please schedule conferences with the teachers at another time when their attention can be focused on you.

### **Volunteers**

All families are encouraged to volunteer forty (40) hours of service each school year. In accordance with State Law, volunteers who work with minors may be subject to background checks. These checks, along with fingerprinting of volunteers are performed by school staff or our management company. Volunteers who require a background check must sign a waiver. Periodic scans will be scheduled at the school for your convenience. All background checks are kept confidential. If you have questions regarding background checks please contact the school office or Academica West at (801) 444-9378.

## **A-Z FAMILY GUIDE**

### **ADMISSION & SUSPENSION/EXPULSION PROCEDURES**

#### **Admission Procedure**

Admission to Maria Montessori Academy will be in accordance with the admission procedures approved by the Utah State Board of Education. Accordingly, admission at MMA is not limited based upon ethnicity, national origin, religion, gender, income level, disabling condition, proficiency in the English language or athletic ability. There is no tuition or fees charged for attending MMA except those allowed by law. MMA will admit all eligible pupils who submit a timely application. Enrollment preference at MMA shall be given to children of founding members, pupils returning to the charter school in the second or any subsequent year of its operation, to siblings of pupils already enrolled in the charter school, and children of MMA teachers. If, by the application deadline, the number of applications exceeds the capacity of a class, grade level, or building, all applications for that class, grade level or building, students will be selected for the available slots through a lottery, except that preference allowed by law and outlined above shall be given. Selection of students to attend MMA will be conducted through an auditor-certified computer program. After the application deadline, pupils for any remaining slots will be accepted in order of their lottery position. If an opening in the school occurs mid-year and no students remain from the original lottery, a notice for applications will be announced and applicants will be enrolled on the same basis as outlined above.

#### **Suspension / Expulsion Policy**

Inasmuch as MMA emphasizes the Montessori values of grace, courtesy, and respect, these principles will guide administrators and faculty in the application of the school's disciplinary policies and procedures. This begins with teachers addressing disciplinary issues in a respectful and compassionate manner. In most cases, teachers will address and remedy discipline issues in the classroom. If the teacher is unable to remedy the problem generated by the student in the classroom, teachers will work closely with school administrators and parents to coordinate their efforts in the resolution of discipline matters. In the event that suspension/dismissal is required, MMA staff will act pursuant to the Student Suspension and Expulsion Policy and in accordance with IDEA and all other applicable state and federal laws. This policy is defined and is available on the schools website, under "Safe School Policy."

#### **Attendance**

Maria Montessori Academy (the "School") is committed to providing a quality education for every student. The School firmly believes that consistent attendance teaches students responsibility. Students learn the value of being punctual and prepared. Frequent absences result in a loss of continuity of instruction. Also, frequent absences and tardiness prove disruptive for students, teachers, and staff. Excessive unexcused absences may lead to a student's permanent dismissal from the School.

Parents are expected to take a proactive role in ensuring their children attend school. We recommend families plan their vacation schedule around the existing School calendar. When possible, medical and dental appointments should take place outside of school hours and parents should notify the School in advance of any absence. Parents and students are responsible for obtaining homework or assignments for the time period which

the student is absent.

The School intends for this policy to be consistent with the provisions of Utah's compulsory attendance laws, Utah Code Ann. §§ 53A-11-101 through 53A-11-105, and shall review the policy annually. The School will seek to accurately monitor and record attendance information, annually review attendance data, and consider revisions to the policy to encourage student attendance.

## DEFINITIONS

**"Absence"** means a student's nonattendance at school for one school day or part of one school day.

**"Valid excuse" or "excused absence"** means an absence resulting from:

- a) an illness;
- b) a death of a family member or close friend;
- c) a documented medical appointment;
- d) a family emergency;
- e) an approved school activity;
- f) a preapproved extended absence for a family activity or travel, consistent with school policy;
- or
- g) an absence permitted by an individualized education program or accommodation plan, developed pursuant to relevant law.

The Director has the discretion to consider other absences as "valid excuses."

**"Habitual truant"** means a school-age minor who: (1) is at least 12 years old; (2) is subject to the requirements of Section 53A-11-101.5; and (3)(a) is truant at least ten times during one school year; and (b) fails to cooperate with efforts on the part of school authorities to resolve the minor's attendance problem as required under Section 53A-11-103.

**"Truant"** means absent from school without a valid excuse.

**Excused Absences:** An oral or written communication documenting a valid excuse must be received from the student's parents/guardian within one (1) business day of the absence in order for the absence to be excused. In the event of multiple consecutive absences, written communication must be received within one (1) business day of the student's return to school. All written communication must be submitted to the school office, not the classroom teacher. In the event of an unforeseeable illness or emergency, the School should be notified as soon as reasonably possible.

**Preapproved Extended Absence:** A parent/guardian may request approval from the Director prior to a student's extended absence of up to ten (10) days per school year. The Director will approve the absence if the Director determines that the extended absence will not adversely impact the student's education.

**Make-up Work:** The teacher will provide the student or the parent/guardian with any make-up work upon request. Make-up work must be completed within a reasonable time-frame as determined by the teacher.

**Tardiness:** A student is tardy if he or she is not in the assigned classroom by 8:35 a.m. If your child arrives after 8:30 a.m. the parent/guardian will need to sign the student in through the main office. In general, tardiness will be handled on an individual basis with the teacher. If a student is chronically tardy, then the student may be referred to the administration. The first 15 minutes of each day is when the classroom community meetings are held. Information and instruction is given that is crucial to the success of the daily schedule.

**Notification of Absences and Tardies:** In the event a student is absent, parents/guardians will be notified by phone on the day of the absence. Parents will be notified when their student reaches excessive tardies. If the maximum limit for unexcused absences or tardiness is reached, the Director will attempt to schedule a meeting with the parents to review the situation and will outline the appropriate corrective action.

## BULLYING & HAZING

The purpose of this policy is to prohibit bullying, hazing, harassment and intimidation of students and school personnel. The Board of Directors (the "Board") of Maria Montessori Academy (the "School") has determined that a safe, civil environment in school is necessary for students to learn and achieve high academic standards and that conduct constituting bullying, hazing, harassment and intimidation disrupts both a student's ability to learn and

the School's ability to educate its students in a safe environment. For detailed description and additional information please refer to the "Safe Schools Policy" on the school website.

### **Prohibitions**

In order to promote a safe, civil learning environment, the School prohibits all forms of bullying of students and School personnel (a) on School property, (b) at a School-related or sponsored event, or (c) while the student or School personnel is traveling to or from School property or a School-related or sponsored event. The School prohibits all forms of hazing of students and School personnel at any time and any location.

Students and School personnel are prohibited from retaliating against any student, School personnel or individual investigating an allegation of bullying, hazing or retaliation.

Students and School personnel are prohibited from making false allegations of bullying, hazing and retaliation against a student or School personnel.

In addition, School personnel, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of hazing or bullying and shall not plan, direct, encourage, assist, engage or participate in any activity that involves hazing or bullying.

### **Reporting and Investigation**

Students who have been subjected to or witnessed hazing or bullying must promptly report such incidents to any School personnel orally or in writing. School personnel must report to the School's Director (the "Director") incidents of hazing and bullying, including both oral and written reports as well as conduct that they witness themselves. In connection with a report of bullying, hazing or retaliation, students and School personnel may request that their identity be kept anonymous, and reasonable steps shall be taken by the Director and others involved in the reporting and investigation to maintain the anonymity of such individuals, if possible.

The Director shall promptly make a reasonably thorough investigation of all complaints of hazing and bullying, including, to the extent possible, anonymous reports, and shall administer appropriate discipline to all individuals who violate this policy. The Principal will report to law enforcement all acts of bullying, hazing or retaliation that constitute criminal activity.

### **Consequences of Prohibited Behavior**

Students and School personnel participating in or encouraging conduct prohibited by this policy will be disciplined. For students, such discipline may include, but is not limited to, suspension or expulsion from the School and removal from participation in School activities. School personnel that violate this policy will be disciplined or terminated.

### **Definitions**

**Hazing** -- For purposes of this policy, "hazing" means intentionally or knowingly committing an act that:

(1) endangers the physical health or safety of a school employee or student; involves any brutality of a physical nature such as whipping, beating, branding, calisthenics, bruising, electric shocking, placing of a harmful substance on the body, or exposure to the elements; involves consumption of any food, liquor, drug, or other substance; involves other physical activity that endangers the physical health and safety of a school employee or student; or involves physically obstructing a school employee's or student's freedom to move; involves any forced or coerced act or activity of a sexual nature or with sexual connotations, including but not limited to asking prospective or active team members to remove articles of clothing or expose or touch private areas of the body; and

(2) is done for the purpose of initiation or admission into, affiliation with, holding office in, or as a condition for, membership or acceptance, or continued membership or acceptance, in any school or school sponsored team, organization, program, or event; or if the person committing the act against a school employee or student knew that the school employee or student is a member of, or candidate for, membership with a school, or school sponsored team, organization, program, or event to which the person committing the act belongs to or participates in.

The conduct described above constitutes hazing regardless of whether the person against whom the conduct is committed directed, consented to, or acquiesced in, the conduct.

**Bullying** -- For purposes of this policy, "bullying" means intentionally or knowingly committing an act that:

(1) endangers the physical health or safety of a school employee or student; involves any brutality of a physical nature such as whipping, beating, branding, calisthenics, bruising, electric shocking, placing of a harmful substance on the body, or exposure to the elements; involves consumption of any food, liquor, drug, or other substance; involves other physical activity that endangers the physical health and safety of a school employee or student; or involves physically obstructing a school employee's or student's freedom to move; involves any forced or coerced act or activity of a sexual nature or with sexual connotations, including but not limited to asking prospective or active team members to remove articles of clothing or expose or touch private areas of the body; involves sexually explicit language directed towards a school employee or student; and

(2) is done for the purpose of placing a school employee or student in fear of: physical harm to the school employee or student; or harm to property of the school employee or student.

## CALENDAR

The MMA calendar is available on the school website. A calendar will also be distributed at Back-To School Night. MMA generally follows the Weber School District's yearly school calendar. A color coded calendar is included for you on the last page of this hand book to better identify and recognize our schedule.

## "CELEBRATION OF LIFE"

Birthdays are important to children. The Montessori class has a ceremony used to observe these special occasions called the "Celebration of Life." Please understand that this not a "birthday party" but rather a celebration of the child's life thus far. Parents are asked to provide a brief biography with a few photos of the child. We encourage the parents to attend and to comment about the child's growth and important events in the child's life. **Based on a school policy change, no food or party like favors such as balloons, pencils etc. will be permitted during your child's "Celebration of Life."** Children with summer birthdays will have an opportunity to celebrate their birthday as a half year celebration. Please note that this is a special ceremony for each child. Children from other classes will not attend siblings Celebration of Life, since this is disruptive to other classes and lessons. Please note that due to scheduling constraints this celebration may not be scheduled on your child's actual birthday. **If your child is inviting classmates to any kind of party outside of school, please mail these invitations from home and DO NOT distribute them at school.** If the whole class is not invited, please talk with your child about not discussing the party or who is invited at the school, as it can hurt others' feelings.

## CHILD ABUSE REPORTING POLICY

Maria Montessori Academy (the "School") takes seriously the legal responsibility of its personnel to protect the physical and psychological well-being of its students. We believe that the School's personnel have an important role to play in the elimination of child abuse because they are in a unique position to observe children over extended periods of time on a daily basis.

Utah law requires that whenever any person, including any school employee, contracted or temporary employee, or volunteer who has reason to believe that a child has been subjected to incest, molestation, sexual exploitation, sexual abuse, physical abuse, or neglect, or observes a child being subjected to conditions or circumstances which would reasonably result in sexual abuse, physical abuse, or neglect, he/she shall immediately notify the nearest peace officer, law enforcement agency, or the Division of Child Family Service ("DCFS"). The law provides serious penalties for failure to fulfill one's duty to report.

If a School employee **has reason to believe** that a child may have been subjected to incest, molestation, sexual exploitation, sexual abuse, physical abuse, or neglect, or observes a child being subjected to conditions or circumstances which would reasonably result in such, the employee shall immediately make an oral report to the nearest peace officer, law enforcement agency or DCFS, and to the School's Director.

## COMMUNICATION

To help parents be aware of special events and activities, the school publishes an online newsletter. The newsletter is emailed to all families that have given us a current email address. Please contact the office to request a hard copy of the newsletter if you are not able to access it online.

In addition to the newsletter, the school or individual classes often send home flyers with important information about upcoming events or activities. Parents can also go to the MMA blog, located on the school's website. We

strive to give parents the information they need to help their children be prepared for class each day, so it is important that parents be responsible for and aware of all information published in this handbook, monthly calendars, newsletters, and other written communication that is sent home with your children. Please help us ensure you receive communication in a timely manner by updating your email address with the MMA office.

### **Change of Address or Telephone Number**

Keep the school informed of any change of address or telephone number during the school year. This will help keep our records current and make it much easier to reach you should any emergency occur.

### **Messages for Students**

In the event you have an **emergency** for your child, feel free to call the school office, and we will get the message to your child. Students will not be removed from class to take phone calls.

### **Telephone Use by Students**

While there are telephones located in each classroom, students may use the telephone *only* at the direction of the teacher. If the phone call is one that needs to be made from the office, the student is expected to have his/her teacher's permission before coming to the office. Once in the office, the student is expected to ask the secretary before attempting to place a phone call. Students will not use the phone for personal calls or to make after school plans, etc. This is to insure that the phone line remains open for school business as much as possible. If your student is carrying a cell phone, the phone must be off and stored in their lockers during all instructional time. Teachers may confiscate cell phones in class. See section Electrical Devices Policy

## **COMPUTERS/INTERNET ACCESS**

The use of the computers by our elementary students is an important learning experience in technology. Our classroom teachers are required to use technology in their classrooms. All staff working with children using computers, carefully monitor internet and intranet access. It is our goal in this program for the computers to become a tool for students in applying their skills to solve problems in striving to reach their full potential. Students and parents are expected to sign an acknowledgement before using computers at Maria Montessori Academy.

The following rules apply to all users:

1. Users will not damage any computers, printers or any media/technology equipment at Maria Montessori Academy.
2. Users will not bring any software in any form to use and/or install on any computer at Maria Montessori Academy. Users are not to e-mail other students while on the computer at MMA.
3. Users will not change any settings and/or formats on any computer at Maria Montessori Academy.
4. Users will follow all rules for use of software technology installed on computers at Maria Montessori Academy.
5. Users will only access the internet while at Maria Montessori Academy under direct supervision of a Maria Montessori Academy Employee.
6. Users, while on the internet, will only explore and/or use sites and areas as directed by the instructor.
7. Users who are unsure if a site is acceptable will request assistance from the instructor.
8. Failure to follow the above rules WILL jeopardize privileges to use the media/technology available at Maria Montessori Academy for anywhere from two (2) weeks to the remainder of the school year, to be decided by the supervising instructor.
9. Users are subject to additional rules governing use of media/technology at Maria Montessori Academy, which may be added at the discretion of the supervising adults.

## **CONFLICT RESOLUTION**

Montessori Academy places high value on grace, courtesy, respect and responsibility. As such, we encourage parents/guardians and staff to develop open and respectful lines of communication with each other for the benefit of MMA students. However, we acknowledge that from time to time, situations may arise that are upsetting. If a parent/guardian, student, staff member or other individuals or groups are not satisfied with a decision, policy or act or believes that MMA has violated or is violating any rule or regulation, they may take the following steps:

1. Discuss the complaint with the staff member that has direct responsibility for the problem.

- a. Within a week, take the complaint directly to the staff member involved (in the case of violation of laws or issues with school-wide policies, the school Director would be the appropriate staff member) to resolve the problem through discussion.
  - b. MMA is committed to using communication to work out problems, therefore, the two parties involved may request mediation from the staff member's immediate supervisor if direct communication fails or would be inappropriate.
  - c. If the aggrieved person is not satisfied, the person should move to step two (2) within one week.
2. Discuss the complaint with the staff member's immediate supervisor.
    - a. If a solution is not found between the two parties involved then it should be taken to the staff member's immediate supervisor for discussion including use of mediation if necessary. If the original complaint was with the school Director and discussion (as mentioned in step 1) has not worked, move directly to step three (3).
    - b. This should continue through the ranks until the complaint has been discussed with the school Director.
    - c. If the complaint has not been satisfactorily addressed after talking with the MMA's Director, move to step three (3). This should occur no later than a month from the original complaint.
  3. Submit the complaint in writing to the Director.
    - a. The Director may speak to all parties involved and will try to resolve the issue through discussions with those people. Otherwise, within two weeks, the Director will give a written decision concerning the complaint, giving the reasons for the decision.
    - b. If the Director's written decision is unsatisfactory, move to step four (4) within one (1) week.
  4. Submit the complaint in writing to the Chair of MMA's Board Directors.
    - a. Upon receiving the written complaint, the Chair shall request copies of all written communications from Step three (3).
    - b. The Chair shall convene a complaint review committee consisting of Board members (with no fewer than three (3) board members) that shall meet within 10 working days to discuss the issues. Those involved in the complaint shall have a right to attend the meeting.
    - c. The complaint review committee shall decide on the matter by majority vote and shall respond in writing to the person issuing the complaint and the Director no later than 30 days from the receipt of the complaint.
    - d. If the complaint review committee is unable to reach a decision and/or the complaint is of such a nature that it might interfere with the normal functions of the school, then the committee shall bring this matter to the full board for consideration. The Board will review the complaint at the next scheduled Board meeting after receipt of the request. The Board's decision shall be final and shall be made within 10 working days of the hearing.

### **Exceptions to Procedural Steps**

MMA recognizes that there may be certain circumstances in which it may be inappropriate to resolve a problem as prescribed above. Therefore, the following exceptions are instances where some of the steps above may be bypassed to seek a resolution by the next higher authority: (i) The complaint or problem involves a known or suspected violation of the law; (ii) The complaint or problem is clearly not within the authority of the staff member's supervisor to resolve; or (iii) the complaint falls under the scope of IDEA, Utah Code Ann. §§ 53A-15-301 through 53A-15-305, or other rules or regulations protecting disabled individuals. Compliance with Section 504 & IDEA.

At MMA, we recognize the importance of addressing complaints of parents of students served under IDEA, Utah Code Ann. §§ 53A-15-301 through 53A-15-305, or other applicable laws protecting disabled individuals. Due to the complexity and importance of these procedural safeguards, MMA has adopted the procedures endorsed by the Utah Board of Education in their handbook entitled Special Education Rules, § IV.G. Complaint Procedures. As part of MMA's complaint policy, we have established procedures to allow parties the opportunity to resolve disputes through a mediation process that is available whenever a due process hearing or an expedited due process hearing is requested. These procedures are outlined in the Special Education Rules handbook § IV.J. If the application of any provision of our complaint policy to a student with a disability is not permissible, or becomes impermissible,

under IDEA or other law, MMA will implement other actions consistent with the conflicting law or regulation which shall most closely correspond to the requirements of this policy.

## **CURRICULUM & INSTRUCTION**

Maria Montessori Academy is committed to preparing students to be constructive contributors in their community by focusing on academic, personal and social development. The learning environment of MMA is based on the Montessori philosophy because of its emphasis on the development of the whole child. Maria Montessori recognized that children have an innate desire to learn and, given the proper environment, they will thrive intellectually, socially, emotionally and physically. This “prepared environment,” as Dr. Montessori termed it, includes not only the classroom with its materials and authentically trained teachers, but also the social setting and atmosphere. Under this philosophy, it is imperative that the learning environment supports the whole child.

The Montessori philosophy, which was initially developed for underprivileged and handicapped children, specifically addresses diversity in communities by providing a child-centered, individualized approach to teaching and learning. MMA’s educational approach addresses the community’s diversity to ensure that no child is left behind. The educational tenets of our philosophy and methods of instruction supporting our mission and distinguishing our program are:

***Individualized & Differentiated Learning:*** Montessori education is built upon the tenet that all learners are individuals in style, pace, and interests. MMA’s individualized curriculum allows children to strive for their own personal best. Teachers, students, and parents at MMA partner and develop educational goals that provide measurable, yearly objectives. These Annual Goals will be established within the first 6 to 7 weeks of school at the first parent/teacher/student conference. The educational goals will be reviewed three times a year at parent-teacher-student conferences. Teachers will provide Weekly Work Plans to support the educational goals by listing the specific actions to be taken each week. These goals and plans support the student’s personal development; they allow students to make choices themselves on a daily basis and assess their personal growth, which leads to the development of subsequent plans. Providing students with differentiated instruction (integral to individualized learning and the Montessori philosophy) has been demonstrated to increase success and satisfaction in school.

***Mixed-age Groupings:*** Authentic Montessori classrooms span three years at the elementary level. These mixed-age settings provide several benefits to the student. They more closely model real-life situations where people of varying ages and experience work and live together. Children in this setting also benefit from peer tutoring opportunities that naturally occur. Older students model and motivate the younger students. The younger students aspire to what the older students can do. Skills are thus reinforced for not only the younger students but also the older students. The benefits of collaborative learning arrangements extend beyond academic achievement. The social climate of these classrooms enhances social relations, discipline and individual well being.

***Integrated Teaching & Learning:*** Montessori education emphasizes interdisciplinary teaching to encourage students to make connections across the curriculum and to their own personal lives. Emphasis will be placed on projects that require open-ended research and in-depth study using primary and secondary sources as well as other materials. The Montessori didactic materials were specifically designed to enable students to understand the connections in their learning. When students understand these connections in their learning activities, they become more motivated learners.

***Prepared Environment:*** Montessori environments are designed to enable instruction to progress from the concrete, hands-on exploration to concept development to abstract understanding. Elementary classrooms at MMA will have an abundance of carefully sequenced Montessori materials to support this learning progression.

***Teacher’s Role:*** Montessori teachers are trained to be scientific observers of their students and the learning environment. These observations will guide teachers in their lesson presentations and in their evaluation of each student’s progress. Teachers guide students by making changes in the environment, offering invitations for inquiry and direct instruction. Teachers will work to create and sustain a classroom and school culture where demonstrations of respect, initiative, risk-taking and persistence in learning are the norm. In the younger grades, teachers will work with individuals or small groups.

**Parent Involvement:** Communities consist of various types of families and MMA acknowledges that the term “parents,” includes legal guardians. MMA considers all caregivers to be vital partners in the education of their children. Therefore, parents will be welcome at MMA and will be encouraged to participate in and help set the direction of school life. In conjunction with teachers and students, parents will be encouraged to provide input and feedback on the educational goals and Weekly Work Plans. MMA is committed to providing frequent parent education opportunities so that the Montessori philosophy is well understood and embraced. (See MAPA heading for more information)

**Character Education:** Personal and social education will be integrated into MMA’s learning program. Classroom life will emphasize the Montessori values of grace, courtesy, respect and responsibility. Dr. Montessori’s Peace Education efforts, which were acknowledged by her being nominated for the Nobel Peace Prize, will be a cornerstone of the Character Education program. Teachers will model these values and expect them from students throughout the school.

**Community Connection:** Children grow and learn in an increasingly expansive and diverse community. Students at MMA will first come to understand the world and their part in it by discovering the community within the classroom, then by contributing to the life of the school and caring for the surrounding plant and animal habitats, and finally by supporting the larger community beyond the school. An elderly mentoring/outreach program is an example of an important community connection for Montessori schools. This is just one example of how community service and learning will be an important part of the curriculum throughout MMA.

### **Methods of Instruction**

Maria Montessori Academy’s curriculum is divided into four levels:

Level 1: Pre-K/K (Early Childhood)

Level 2: 1-3 (Lower Elementary)

Level 3: 4-6 (Upper Elementary)

Level 4: 7-9 (Adolescent)

MMA will consist of Pre- Kindergarten and Kindergarten (the Early Childhood programs), Lower Elementary (grades 1-3), Upper Elementary (grades 4-6), and Adolescent (grades 7-9). A teacher and an assistant will be assigned to each class that consists of approximately 25 students.

Each student will stay with the same teacher for each level. This continuity maximizes teaching and learning because students do not spend time every year getting to know new teachers, classrooms and entire new peer groups. Research on this approach demonstrates increased student achievement and greater parental involvement both of which are central to MMA’s mission.

A foundational Montessori tenet is that students must have long uninterrupted daily work periods (3 hours) each day. Therefore, the morning will be dedicated to this core work time. The afternoon will include lunch, recess, and time for cultural subjects. Fridays will include an opportunity to immerse in physical education, music and art in our studio approach to these subjects. This design supports the development of a strong collaborative professional environment by providing teachers with time for planning and meeting during the school day, including regular curriculum and assessment meetings.

In the Kindergarten and Lower Elementary programs, our program will provide an array of specially developed materials and methods. These allow young children to build concepts from concrete models and experiences through self-directed activity and peer and teacher interaction. These core materials become less evident in the Upper Elementary as students begin to transition to symbolic and abstract conceptual understandings.

### **CUSTODY**

In cases of separation or divorce in which one parent or guardian has custody of the children, the School sometimes receives special requests or instructions regarding the children. In order to clarify the legal regulations and to prevent a misunderstanding, the following information is offered regarding the rights of non-custodial parents:

According to FERPA: “In the case of divorce or separation, a school district must provide equal access to both natural parents, custodial and non-custodial, unless there is a legal binding document that specifically removes

that parent’s FERPA rights.”

In this context, a legally binding document (certified court order) is required to prohibit a parent’s access to education records or to place restrictions on when and where a parent may contact the child at school. Maria Montessori Academy cannot legally limit access to a child based on a handwritten note, telephone call, email or comments on registration forms from one parent. The school must have a copy of a certified court order noting any restrictions.

### **DAILY SCHOOL SCHEDULE**

8:15 a.m.	Students begin arriving to their classrooms
8:30 a.m.	Classes begin (students arriving late must be signed in through the front office)
11:30 a.m.	AM Kindergarten Dismissal
12:00 p.m.	PM Kindergarten Begins
11:30 a.m.-12:30 p.m.	Lunch and recess (times will vary by class)
3:00 p.m.	School Dismissal

### **EARLY OUT SCHEDULE**

8:30 a.m. – 10:30 a.m.	AM Kindergarten
11:00 a.m. – 1:00 p.m.	PM Kindergarten
8:30 a.m. – 1:00 p.m.	Grades 1-9

### **DISCIPLINE**

The Montessori program nurtures self-discipline, which develops over a period of many years. The basis of discipline is respect: respect for oneself, for others, and for the environment. The adults and children in the prepared environment set limits for behavior based on the group’s need for a safe and mutually respectful community.

If a student has difficulty following the rules of the community, the response will be age-appropriate. Personal attention, distraction, substitution and/or removal from the situation are typical approaches. Many instances resolve themselves as the student, within the bounds of safety and common sense, experiences the logical consequences of his actions (i.e. wiping up after throwing a paint can on the floor.)

If the student disregards the rules of the classroom community, the Teacher seeks the underlying causes in order to help the student understand the inappropriateness of his/her actions and to find a constructive alternative. If such behavior occurs repeatedly, the Teacher may request the Director and/or other classroom teachers to observe and offer consultation before the parents are contacted for their support and cooperation. The following are some guidelines of Montessori discipline that parents should seek to apply at home as well as at the school:

- Hold the child to a standard; he will rise to expectations
- Behavior: think satisfaction and motivation vs. gratification and manipulation
- Separate the “denial/hurt/suffering” of growing up from real deprivation
- Make reward internal not external
- To maintain strong, effective discipline, seek consistency and clarity
- Catch children “doing something right”
- Engage, interest the student
- Involve, stimulate the student
- Redirect the child from destructive, negative behavior
- Be respectful. Maintain unconditional love. Love is not a “bargaining chip.”
- Use humor to defuse, not to deflate. Sarcasm bites and hurts
- Let natural consequences flow from inappropriate behavior

## **DRESS CODE**

Maria Montessori Academy (the “School”) is concerned with the inner development of the child’s mental, emotional, physical and spiritual well-being. Therefore, we seek to limit undue focus on external appearances.

Betiwyn Holcombe, a Montessori expert, best expresses the School’s dress code focus, “*A child who wants to shine needs to focus on shining from their mind not from what he or she puts on their body.*”

### **Policy**

Student appearance is expected to reflect the School’s college/workforce prep image. Clothing, shoes, hair, accessories and bodies must be clean and must not be distracting or cause safety concerns. Any deviations from the items listed below must be approved by administration.

***\*All clothing needs to be free from logos, lettering, graphics, sparkles, sheen, patterns, decorative accents, etc.***

***\*\* Dress Code is enforced Monday-Friday. Dress Down days will be announced at discretion of Director.***

***\*\*\*Jeans are allowed to be worn on Friday – no holes or patterns.***

### **Tops**

- Color: Any solid color.
- Styles: Uniform polo’s, button-down shirts (must remain buttoned even with undershirt).
- Layering: Sweaters, pullovers, vests, and sweatshirts may be worn over shirts with collars and must comply with solid color restrictions and no logos. Students may wear layer long sleeve/short sleeve shirts under collared shirts.
- School Pride T-Shirt: May be worn any day of the week. This is the only shirt that is allowed without collar. For school safety teacher may require all students to wear school shirt on field trips.
- Dresses: Must have collars.
- Outerwear: Outerwear is defined as anything worn over the standardized dress, such as, but not limited to: hoodies, jackets, and coats. Students shall not be allowed to wear any type of hood/hoodie inside the school building. Nothing offensive on outerwear is allowed, such as images, sayings, artwork, music groups, etc.

### **Bottoms**

- Color: Any solid color.
- Material: Cotton, twill, corduroy.
- Style: Plain, pleated, cargo; no sagging or baggy pants.
- Skirts/jumpers/shorts: Pleated or straight; hemlines should fall below fingertips when arms are extended down sides of body. Leggings must be worn with skirts/dresses.
- Tights/hose/leggings: Solid colors only; leggings may only be worn under skirts/dresses/skorts.

### **Shoes**

- All students need to have a soft sole shoe/slipper that must be worn at all times while in the building. The slipper needs to be free from logos, lettering, graphics, sparkles, sheen, decorative accents, and characters.

\*Note: a small pattern is acceptable.

### **Accessories/Hair**

- Hairstyles and hair accessories are expected to be non-distracting and out of their eyes.
- Jewelry and other accessories are limited to wristwatches and non-distracting earrings.
- Hats or hoods will be worn outdoors only, and in the manner for which it was designed for.

### **Not Allowed**

- Visible tattoos.
- Body piercing except ears.
- Large or clanging jewelry.
- Bandanas, feathers, or scarves.
- Bare midriffs when raising arms or when sitting.
- Clothing that is frayed, has holes, tears, stains or is made of denim.

**Junior High Allowances** Junior high will follow the same dress code stated above, with the following allowances:

- Students may wear denim pants.
- Students are not required to have slippers.

**~ALL CLOTHING MUST BE CLEAN, FREE OF TEARS AND HOLES. ~**

### **DROP-OFF AND PICK-UP**

To ensure the safety of your children and yourself, and to facilitate an efficient process, please keep the following in mind:

- Please be patient and courteous toward MMA staff, students, and other drivers.
- Stay in your vehicle at all times.
- Refrain from mobile phone usage while driving on school grounds.
- Students will exit and enter from the RIGHT SIDE of the vehicle ONLY and at the CURB ONLY.
- BE AWARE: By law, all vehicle occupants must be secured in a seat belt and children UNDER 8 must be secured into a car seat or booster seat BEFORE VEHICLE IS IN MOTION.

### **Drop off & Pick Up Plan**

The specific drop off and pick up plan is available in the office and will be emailed to each family.

### **Helpful Hints**

We realize that drop-off/pick-up can be somewhat complicated at times. We would like to offer a couple of suggestions to make it a little easier for everyone.

- Remember Grace and Courtesy at all times
- Park across the street at North Shores and walk over to pick up your child

- Arrange a location for all of the children riding with you meet

Students must be picked up at dismissal or immediately following an after school program. If a student is left at school for more than 20 minutes after their dismissal time, we will start a late list and parents will be asked to conference with the Director.

## **DRUG-FREE SCHOOLS**

Students, staff, parents and visitors are prohibited from use of tobacco products and other illegal and harmful substances on school grounds, in school buildings, and in school vehicles at all times. Tobacco products refers to all uses of tobacco for smoking or chewing and includes cigars, cigarettes, pipes, shredded tobacco, smokeless tobacco and snuff.

## **ELECTRONIC USE POLICY**

Maria Montessori Academy recognizes that computer devices are widely used and are important tools in today's society. The purpose of this policy is to ensure that the use of computer devices does not interfere with the learning, safety, and security of other students.

The School is not responsible for loss, damage or theft of any electronic devices.

The Director may impose other additional disciplinary consequences for a student's violation of this policy as the Principal determines is reasonable under the circumstances, including the nature of the violation and other disciplinary actions in which the student has been involved. Such disciplinary actions may include:

- Loss of the privilege to possess or use electronic devices
- Disciplinary letter to the student's parent/guardian that is placed in the student's file
- Detention
- In-school suspension
- Suspension
- Expulsion
- Loss of the privilege of participating in school-sponsored activities or of receiving honor recognition.
- The School will contact law enforcement as circumstances warrant.

*An individual, teacher, counselor, or director that finds or confiscates an electronic device may search the device for the purpose of determining the device's owner. Students are not to attempt to ascertain owners/up of any device that they may find. Electronic devices that are used inappropriately may be subject to search by the Director only if there is a reasonable suspicion that the device has been used to cheat or to threaten, embarrass, harass, or intimidate other students, teachers, volunteers, School guests, or School employees.*

Maria Montessori Academy (the "School") recognizes that electronic devices are widely used and are important tools in today's society. The purpose of this policy is to ensure that the use of electronic devices does not interfere with the learning, safety, and security of other students.

### **Definitions**

**"Electronic Devices"** means beepers, pagers, cell phones with or without video or picture-taking capability, MP3 players, iPods, and other electronic media, transmitters, receivers or players.

**"School Day"** means the hours that make up the school day according to the School's schedule.

**“School-Sponsored Activities”** means field trips, curricular and extracurricular activities, and extended school-sponsored trips or activities, including school-provided transportation to and from such activities.

**“Recess”** means time periods designated in elementary school for exercise or outside activity.

**“Lunch Time”** means time periods in either elementary or secondary schools designated for lunch.

**“Instructional Time”** means the hours during the school day designated by the school for class instruction.

### **Use of Electronic Devices**

- Electronic devices may be possessed and used during the school day and during school-sponsored activities as follows:
- Electronic toys are not allowed in the School.
- Students may have electronic devices at School during the school day; however, electronic devices must remain in locker, and be turned off during the school day. Thus, students may not use or respond to electronic devices during the school day.
- Electronic devices may not be used to threaten, embarrass, harass, or intimidate other students, teachers, volunteers, School guests, or School employees.

### **Exceptions**

The Director may give permission for a student to possess and use an electronic device for good cause, including medical reasons, if the device does not distract from the instructional or educational process and is not otherwise used inappropriately.

Parents may request that the Director allow a student to possess an electronic device on active mode at all times during the school day, with the exception of during tests and standardized assessments, for good cause, including medical needs or unusual family situations.

A student may possess an electronic device on active mode at all times during the regular school day, including during assessments, based on a written § 504 plan, an IEP, or legitimate circumstances determined by the Director. Electronic devices may be used in the event of an emergency during the limited period of the emergency in order to protect the safety of a student or school employee, visitor or volunteer.

Parents may make other individualized requests for exceptions to this policy to the Director.

### **Consequences for Violation**

A student will receive one warning prior to discipline for violating this policy unless the violation involves cheating or constitutes a violation of the School’s Safe Schools Policy or Bullying and Hazing Policy or at the discretion of the Director. On the second violation of this policy, the electronic device will be confiscated, labeled, and held in a secure location. The Director, teachers, and other individuals designated by the Director may confiscate electronic devices according to this policy.

*An individual other than a student, who finds or confiscates an electronic device, may search the device for the purpose of determining the device’s owner. Students may not search electronic devices in order to determine the device’s owner. Electronic devices that are used inappropriately may be subject to search by the Director only if there is a reasonable suspicion that the device contains obscene or pornographic material or has been used to cheat or to threaten, embarrass, harass, or intimidate other students, teachers, volunteers, School guests, or School employees.*

The School is not responsible for loss, damage or theft of any electronic devices.

The School will make reasonable efforts to notify parents/guardians that the School has a student’s electronic device in its possession. Parents/guardians who show identification may retrieve confiscated electronic devices during school hours or by appointment. *The School will retain un-retrieved electronic devices until the end of the school year, at which time all personal data will be cleared from the devices before their disposal.*

The Director may impose other additional disciplinary consequences for a student’s violation of this policy as the Director determines is reasonable under the circumstances, including the nature of the violation and other disciplinary actions in which the student has been involved. Such disciplinary actions may include:

- Loss of the privilege to possess or use electronic devices

- Disciplinary letter to the student's parent/guardian that is placed in the student's file
- Detention
- In-school suspension
- Suspension
- Expulsion
- Loss of the privilege of participating in school-sponsored activities or of receiving honor recognition

The School will contact law enforcement if circumstances warrant.

### **Notice of the Policy**

The School will give parents and students written notice of this policy annually. Written notice may be satisfied by posting the policy on the School's website, publishing the policy in a school handbook, sending the policy to the student's home, or any other reasonable means.

### **Creative and Innovative Uses for Electronic Devices**

Teachers and other School employees are encouraged to use electronic devices creatively in order to effectively communicate with students and parents/guardians and to enhance instruction. Creative uses might include notifying absent students of assignments, communicating with parents when students excel or if they are behind or absent, notifying students and parents of news articles or events that would enhance the learning experience, providing feedback to students on tests and assignments, parents notifying the School when students are absent or tardy.

### **Other Provisions**

Picture taking or sound or video recording by students is prohibited in school unless authorized by a teacher or the Director. Picture taking or sound or video recording by students is prohibited in school private areas of the School such as locker rooms, counseling sessions, washrooms, and dressing areas.

Students bring electronic devices on school property at their own risk. The School is not responsible for lost, stolen or damaged electronic devices.

Students are responsible for their own electronic devices and may be jointly subject to discipline if their device is misused by another.

### **ENROLLMENT FOR NEXT SCHOOL YEAR**

There will be three groups of students enrolling for the next school year. They are currently enrolled students, siblings of currently enrolled students that have not yet attended, and new students. During January, existing students will receive an Enrollment Form for the next school year. The enrollment form must be completed by putting all of names of your currently enrolled children planning to return, any siblings not previously enrolled but that will be new in the coming year, any children that may be enrolling in the future, and any children that will not be returning to Maria Montessori Academy. There will be a deadline date on the form. If we do not receive the form by that date, those children currently enrolled may risk losing their positions for the next school year. The criteria for enrollment follows:

**Currently Enrolled:** Enrollment for the next school for students attending Maria Montessori Academy during the current school year is confirmed. However, you will need to list their names on the Enrollment Form and return it to the office by the given deadline date. If we do not receive the form by the given date, your child(ren) may risk losing their position(s) for the coming year.

**Siblings of Currently Enrolled Students:** Generally, we guarantee enrollment of all siblings of currently enrolled students. However, if there are more siblings for a particular grade level than there is space, then there will be a lottery of all siblings for that grade level.

**New Students:** Those applying for enrollment with Maria Montessori Academy for the first time must submit all of the appropriate paperwork. These names will go through the lottery process for selection if there are no open positions. All current local and state laws will be observed during the lottery process.

### **FIELD TRIPS**

Teachers are encouraged to take their classes on educationally oriented or service learning field trips. Permission slips will be sent home whenever your child's teacher contemplates such a trip. Permission from parents is needed for participation in field trips. This form is included in your registration packet. These slips must be signed by the parent and turned in to the school. If the slip is not signed and returned, your child will not go on the field trip. There will be additional field trip forms that are required for field trips. These will be made available prior to the field trip. There are also opportunities for parents to provide transportation for field trips. If you are interested in doing so please communicate with your child's teacher. Teachers are asked to notify all parents about upcoming field trips in a timely manner. For safety purposes, all children must wear the school shirt with logo and dress code approved bottoms on all field trips. School shirts will be available for purchase through MAPA.

## **FIRE, LOCK-DOWN AND DISASTER DRILLS**

Fire and disaster drills are conducted regularly in an effort to acquaint teachers and students with the necessary actions required to guarantee maximum safety for all students. They are guided through drills and assigned specific areas of safety where they are to go when a fire/disaster signal is given. A designated meeting area will be made available after annual consultation with State Risk Management.

## **EMERGENCY MANAGEMENT PLAN**

- **School will Follow Police Instructions -**
  - North Ogden Police/Fire Department - 505 E. 2600 N., North Ogden. – (801) 782-7219
  - Ogden City Police - 2186 Lincoln Ave. – (801) 629-8221
- **Evacuation Site**
  - North Shore Aquatic Center
  - 801-737-0587
  - 245 E 2550 N, North Ogden
  - **School will be open** until 4:00 p.m. Monday - Friday.
  - **Telephone contact, if phone land lines working**, will be available
  - **Telephone contact, if phone land lines are not operational**, school personnel have cell phones

## **ITEMS FROM HOME**

The classrooms more than adequately provide for the children's needs at school. However, children often want to bring things from home. Children may share, books, tapes, CD's, items from nature, cultural items or things for "show and teach" or special classroom displays or events. These items should be labeled with the child's name (masking tape works well for this.) Toys should be left at home. Please discuss this with your child.

## **LOST AND FOUND**

All "lost and found" articles such as clothing, lunch boxes, backpacks, glasses, etc. are to be brought to the office. Every effort is made to get students to check the "lost and found" area and claim their belongings. All major items of clothing, lunch boxes, and backpacks should be marked with your child's name. If your child is missing something you sent to school with him/her, please feel free to come and look through the "lost and found" boxes. All articles not claimed by the end of each month, will be donated to a local charity.

## **LUNCH PROGRAM**

Students will need to bring a lunch every day. Please make sure the lunch box is cleaned daily. Lunch boxes should be labeled clearly with the child's name. Please provide a nutritional lunch including juice or milk. **Soda, caffeinated beverages and candy are not permitted.** **Fast food is not to be brought to the school as a lunch substitute.** We encourage all students at our school to help reduce waste by bringing lunch in reusable containers. Please help us learn to keep our environment clean and healthy. Lunches cannot be refrigerated at school so include an ice pack if the lunch is perishable. There are microwave ovens available for warm-ups but food should be already cooked and require less than two minutes heat time. In the case of a forgotten lunch, students will be allowed to call parents twice. After that, in interest of encouraging responsibility and independence, natural consequences will apply.

## **MEDICAL INFORMATION**

**Medication** -- The School will comply with applicable state and federal laws regarding the administration of medication to students by School personnel. Accordingly, pursuant to this policy, authorized School personnel may provide assistance in the administration of medication to students of the School during periods when the student is under the School's control.

The Director will consult with the local health department and/or a registered health care professional for assistance in developing procedures and training necessary for effective implementation of this policy. The School's Director will ensure that School personnel and parents are provided with information about this policy. In order to ensure safe administration of medication to students, the procedures outlined here must be followed.

- (1) The Director will designate a reasonable number of School employees who will be responsible for administering medication to students in the School.
- (2) The Director will arrange for the Director and all designated School employees to receive adequate training from a licensed health care professional prior to administering any medication. Training should include indications for the medication, means of administration, dosage, adverse reactions, contraindications, and side effects.
- (3) The student's parent or guardian must complete the parent/guardian section of the Student Medication Form requesting that medication be administered to the student during regular school hours. Parents are responsible for updating the Student Medication Form as necessary.
- (4) The student's health care provider must complete the Health Care Provider section of the Student Medication Form indicating the child's name, the name of the medication, the purpose of the medication, the means of administration, the dosage, the time schedule for administration, the anticipated number of days the medication needs to be given at school, and possible side effects. The practitioner must also affirm that giving the medication during school hours is medically necessary.
- (5) A Student Medication Log must be maintained for any student who has medication administered at school, and all employees authorized to administer medication will be notified regarding each student to whom they are authorized to administer medication.
- (6) Each time medication is given, the person who gave it must document the administration in ink on the Student Medication Log. If the medication is not administered as scheduled, a notation must be made on the Student Medication Log as to why the medication was not given, and the student's parent or guardian must be notified.
- (7) The Student Medication Form and Student Medication Log will be retained in the student's records.
- (8) Teachers of the student receiving medication during school hours will be notified.
- (9) Medication (other than that carried by a student) must be delivered to the School by the student's parent or guardian or designated adult.
- (10) Medication should be delivered to the School in a container properly labeled by a pharmacy, manufacturer or health care provider. Labeling must include the student's name, the name of the prescribing practitioner, date the prescription was filled, name and phone number of the dispensing pharmacy, name of the medication, dose, frequency of administration, and the expiration date.
- (11) Medication must be stored in a secure, locked cabinet or container in a cool, dry place, except that: medications that require refrigeration must be stored appropriately; insulin or emergency medications such as EpiPens, Twinject Auto-Injectors, asthma inhalers and glucagon must not be stored in a locked area so that they are available when needed.
- (12) Authorization for administration of medication by School personnel may be withdrawn by the School at any time following written or verbal notice to the student's parent or guardian, as long as this action does not conflict with federal laws such as IDEA and/or section 504 of the Rehabilitation Act. The Director may withdraw authorization for administration of medication in cases of noncompliance or lack of cooperation by parents or students unless the student's right to receive medication at school is protected by laws such as IDEA or section 504. Glucagon is an emergency diabetic medication used to raise blood sugar. The School will comply with the requirements of Utah Code Ann. § 53A-11-604 in the event the School receives a glucagon authorization request from the parent or guardian of a student.

The School will comply with the requirements of Utah Code Ann. §§ 26-41-101, et seq., regarding emergency injection for anaphylactic reactions, in the event any School personnel seeks to become a "qualified adult" under

that provision.

### **Self-Administration of Medication by Students**

Students may possess and self-administer asthma medication and/or diabetes medication, as the case may be, if:

- The student's parent or guardian signs a statement:
- Authorizing the student to self-administer the medication; and
- Acknowledging that the student is responsible for, and capable of, self-administering the medication; and
- The student's health care provider provides a written statement that:
- It is medically appropriate for the student to self-administer the medication and be in possession of the medication at all times; and The name of the medication prescribed for the student's use.

The School will provide an acceptable form for such requests.

Students are not prohibited from possessing one day's dosage of a non-prescription medication where the student's maturity level is such that he or she can reasonably be expected to properly administer the medication on his or her own.

### **Individual Health Care Plans**

If your child's health condition requires a Health Care Plan, please contact the office. A plan will be written with our attending nurse. It is vital that we be informed of health issues that affect your student's well being while attending MMA.

### **Illness**

We are concerned about the health of all of our students. If your child is sick, keep him or her home; otherwise, your child will be expected to participate in all activities unless we have a physician's note. Keep your child home when he/she has a fever, has been on an antibiotic for less than 24 hours, the length of time identified by your doctor, etc. Remember, sending your sick child to school only spreads the "bug" to others. If a situation arises during the school day when a child becomes ill, or is sent to school sick, he/she will be sent home after parents have been notified and proper arrangements have been made to pick up your child. Again, we have the responsibility of providing a healthy learning environment and if a student endangers this environment, we have an obligation to send that child home.

### **Head Lice**

Head lice occur often in schools. When we encounter a case, we call the child's parents to remove the child from school for treatment. We also check children in the affected child's classroom, the child's brothers or sisters, and close friends from other classrooms if other infected students are substantiated. Isolated cases of head lice are treated as such; only the affected children's parents are notified. If we have several children in a classroom infected, we will send a notice of a head lice outbreak to the parents of all children in that classroom. If we encounter outbreaks in several classrooms, we will send a general notice out to all Maria Montessori Academy parents.

### **Injuries**

Students are instructed to report all accidents to their classroom teacher. Staff members are to report all accidents or injuries to the office. If the injury is an emergency 911 will be called. Parents will be notified immediately, and an ambulance summoned, if needed. It is important that parents keep contact information current with our office. In case of an emergency the school will release the student's medical information to emergency personnel. On occasion students do not tell the teacher or office that they have had an accident. Parents who find out their child had an accident at school and know the student did not report should inform the office as soon as possible.

### **MONEY AND OTHER VALUABLES**

Excessive amounts of money or other valuable items such as Game Boys, CD Players, iPods, Jewelry, etc. should not be brought to school. There is no place in the classroom to safeguard items of value and children can be careless with money or expensive items. Cell phones must not be on or visible during instructional time – See Electronic Device Policy online. **The school will not be responsible for items brought by your child to school that**

become stolen or damaged.

## **PHYSICAL EDUCATION**

Students are provided physical education instruction each week and they are expected to participate unless they have an injury or severe misbehavior, which prevents them from doing so. An injury or illness requiring loss of more than three (3) days of gym class requires a doctor's written permit. Physical conditioning is stressed in physical education along with cleanliness, safety and having an enjoyable time. Incorporation of a wide range of interests along with activities that will carry over in future years is the basis of the physical education program.

## **PLAYGROUND SUPERVISION**

School staff and parent volunteers will provide supervision on the playground at recess and lunch. Maria Montessori Academy does not provide student supervision on the playground before or after school. All students are expected to leave school or be picked up by a parent/guardian immediately following dismissal.

## **PRIVACY RIGHTS**

Students possess the right of privacy of person as well as freedom from unreasonable search and seizure or property. This individual's right, however, is balanced by the school's responsibility to protect the health, safety and welfare of all students. School employees may conduct searches when they have reason to suspect the health, safety, or welfare of students may be in danger. Any school employee making a search or seizure will follow these guidelines:

- General searches of school property (including personal items found in or on school property may be conducted at any time when there is reason to believe that a violation of a law or school rule has occurred on school property. This search of school property may be made without the student being present.
- Illegal items (firearms, explosive devices, weapons, drugs) or other possessions reasonably determined to be a threat to the safety, security of other, or might possibly interfere with school purposes may be seized by school employees.
- Items, which are used to disrupt or interfere with the educational process, may be removed.
- A student may be searched by school employees when there is reason to believe that the student has illegal items or other items that may interfere with school purposes.
- School employees may search motor vehicles parked on school property when there is reason to believe the health, safety or welfare of students might be in jeopardy.

In the interest of student health, safety, and welfare the school may and will use dogs trained in detection of illegal drugs, explosives, and incendiary devices. Local law enforcement would be called to check backpacks, purses, clothing, vehicles in any school parking lot, and other items as appropriate on any school property and/or school sponsored event where dogs may be used.

## **SAFE SCHOOL**

*The purpose of Maria Montessori Academy's (the "School") Safe Schools Policy is to help all students develop positive relationships with other students and adults, take responsibility for their actions and learning, and develop the self-discipline necessary to create an environment that is characterized by physical and emotional safety in order to enhance learning for everyone.*

The School will foster a school and community-wide expectation of good citizenship for students and a sense of responsibility in the school community for rules and standards of behavior.

The School will promote and require: student responsibility for learning and behavior in all grades; student conduct that produces a proper learning environment and respect for the personal, civil, and property rights of all members of the School community; parents and guardians of all students to assume proper responsibility for their students' behavior and to cooperate with School authorities in encouraging student self-discipline and discouraging behavior that is disruptive to the School's educational program.

## **SCHOOL CLOSING/INCLEMENT WEATHER OR EMERGENCY DISMISSAL**

Occasionally there are days when weather or other conditions necessitate the closing of school. Maria Montessori Academy will close according to Weber School closure announcements please listen to the radio station KSL 1160

and/or watch Channel 5 morning news for school closure announcements. PLEASE DO NOT ATTEMPT TO CALL MARIA MONTESSORI ACADEMY. If the weather is bad, there will be no one here to answer the phone. Should the occasion arise when weather or other conditions necessitate sending children home earlier than the scheduled dismissal time, announcements will be made on local radio and television stations and /or via our phone notification system ONE CALL NOW. Make emergency arrangements for your children in case this should occur and make sure your children know what these arrangements are. In the event of such closings, the school will attempt to call all parents through ONE CALL NOW. The school office will remain open for parent contact and students will be permitted to use the phone during these emergencies.

### **SCHOOL PRIDE AND SERVICE**

It is the philosophy of Maria Montessori Academy to provide all students opportunities to learn benefits of service. As part of the school curriculum, students will have opportunity to participate in school sponsored projects such as school grounds beautification, tutoring, community service learning experiences.

### **SCHOOL SUPPLIES**

Utah law requires that schools furnish students with necessary daily school supplies, such as pencils, crayons, paper, and rulers. However, you may desire providing your child(ren) with a pencil box and other kinds of supplies. In addition, periodically there may be specific supplies needed from home for special projects. Classroom teachers will notify parents when this occurs. Check the website for teacher requested donations.

### **STATEMENT OF NON-DISCRIMINATION**

Maria Montessori Academy admits students of any race, color, national, ethnic or religious origin to all the rights, privileges, programs, and activities available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admission or other school administered programs.

### **STUDENT RECORDS**

All student records are and information contained in them is privileged and strictly confidential. MMA will not distribute or release information in a child's record to anyone not directly related to implementing the program plan for the child without the written consent of the child's parents. The school will notify the parents if a record is subpoenaed. All student records are open to parental inspection. Parents wishing to review their child's records will contact the school to arrange completion of the necessary form. The Director, after reviewing the completed form will schedule an opportune time for review. The Director or other designated school personnel will then explain and interpret the student's records to parents. MMA will maintain a written log in each child's record indicating persons to whom information contained has been released. This log will be available to the child's parent and the school staff. In some instances when requesting school records, completion of a GRAMA Form may be required. The school will follow the Utah Government Records Access Management Act passed in 1991.

### **TEACHER QUALIFICATIONS**

Maria Montessori Academy is committed to educating the whole child by utilizing Dr. Maria Montessori's proven educational philosophy and methodology. Maria Montessori Academy is recognized by the United States Department of Education through the Montessori Accreditation Council for Teacher Education (MACTE), and certified through Montessori Educational Programs International (MEPI) a charter member of MACTE. This school is certified as an MEPI-approved Intern Site for teacher training. The staff includes certified and trained teachers and assistants. Teachers at MMA will have received or be in the process of receiving Montessori teacher certification from an accredited Montessori teacher education institution. Teachers will be certified on the level they are teaching and display expertise in all aspects of the curriculum on this level. All teachers will hold appropriate license and endorsements as outlined in Utah rule.

In order to keep current in educational practices both within the Montessori community and out, the staff is required to complete continuing education credits annually. We as Montessorians have a life-long love of learning; attending professional conferences and other classes and workshops is one of many ways this love of learning is manifested. We will work with the state board and licensing office to qualify our Montessori teachers for Utah licensing. MMA will employ a special education coordinator to ensure that students with special needs are experiencing success within the inclusion of the Montessori environment.

## **TITLE I**

### **Parent Notification -- Compliance with P.L. 107-110, Section 1111(h)(6)(A)**

As a parent of a student at Maria Montessori Academy, you have the right to know the professional qualifications of the classroom teachers who instruct your child, and Federal law requires the school to provide you this information in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child's classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
- Whether the teacher is teaching under emergency or provisional status because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.
- Whether paraprofessionals provide services to your child and, if so, their qualifications.

### **WEBSITE AND TEACHERS' E-MAIL**

Check out the Maria Montessori Academy Website at [www.mariamontessoriacademy.org](http://www.mariamontessoriacademy.org) for complete policy information, upcoming events, calendars, specific contact information for your child's teacher and much more!

### **Board of Directors**

Names and emails of current Board Members can be found on the Maria Montessori Academy website at [https://www.mariamontessoriacademy.org/?page\\_id=65](https://www.mariamontessoriacademy.org/?page_id=65).