



VILLA
MONTESSORI
SCHOOL

2011-2012 PARENT/ STUDENT HANDBOOK

4535 N. 28th Street
Phoenix, AZ. 85016
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Revised 7/1/11

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Additional information pertinent to the Middle School program is contained in the Middle School Handbook.

The school reserves the right to amend this and the Middle School handbook as needed and will provide notice of such to parents. By acknowledging your receipt and review of the handbook you are also agreeing to abide by any terms and conditions stated in these amendments.

VMI BOARD

Eric Bashaw
Christopher Burbach
Marilyn Burbach
John McDonald
Tom Jankowski
Elissa Mullany

Margo O'Neill
Mary Orlando
Donna Witherwax
Cindy Jones
Carol Mitchell

ADMINISTRATION

Head of School
Assistant Head of School/Curriculum Coordinator
Chief Financial Officer
Financial Manager
Enrollment Director/Accounts Receivable
Pre-Primary Circle Director
Elementary I & II Circle Director
Sports Director
Transportation Director
Fundraising Director

Margo O'Neill, M.Ed.
Mary Orlando
Dick Mayo
Denise LeComte
Heather Carara
Tammy Swanson
Dee Woods
Brian Whitacre
Lisa Candelaria
Sue Watson

VISION STATEMENT

Villa Montessori seeks to be . . .

A model Montessori learning community, fostering the unlimited potential that lies within each of us.
We . . .

- * celebrate and enhance the unique greatness within each member of our community,
- * attend equally to the education of the heart as well as the mind,
- * promote social justice, peace and a sustainable environment.

MISSION STATEMENT

Villa Montessori School is committed to the development of the whole child by employing an integrated, multiple intelligence approach to learning and living.

We implement a curriculum based on the Montessori philosophy of education and human development,

- * improving the academic performance and attitudes of students in key subject areas,
- * motivating children to become confident, competent, creative, lifelong learners,
- * encouraging them to live their lives as joyful contributors to society, compassionate global citizens and committed caretakers of the earth.

Villa Montessori provides equal employment opportunities and equal participation opportunities to all of its employees and/or students without regard to ethnicity, national origin, creed, gender, physical disability, age, proficiency in the English language, or athletic ability who submit a timely application based on space or position availability.

Villa Montessori's Infant, Toddler, Pre-Primary (3 and 4 year olds), Before & After School Care (Circle) and Summer Camp programs are private and fees are charged.

Villa Montessori's grades K-8 comprise our Charter School. A Charter School is fundamentally a form of public school. It is a component of the national public school reform. Villa Montessori received its Charter in 1995 through the State Board for Charter Schools and reports directly to this board.

ENROLLMENT

Enrollment Process

Private school – returning students and their private school siblings have preference for re-enrollment. New applications received during our enrollment period are placed on a waiting list. Applications are accepted as determined by a number of factors including, but not limited to, birthdate/age ratios, class availability, withdrawals, boy/girl ratios, etc.

Charter school – returning students and their siblings have preference for re-enrollment. New applications are received during our open enrollment period. Should the number of applications received during the Open Enrollment period exceed our capacity, an equitable process will be administered. Applications received after our Open Enrollment period are placed on a waiting list.

Classroom Placement

The final decision for classroom placement is made in the best interest of the child by a placement committee made up of teachers and administrators. Changes in classroom assignments will only be made if the well-being of the child is being seriously affected and there is an opening available in another classroom.

Age Requirements

- Children entering the **Infant program** must be at least **3 months old**.
- Children entering the **Toddler I program** must be at least **twelve months old and walking steadily**.
- Children entering the **Toddler II program** must be at least **2 years old**.
- Children entering the **Pre-Primary program** must be at least **three years old by the first day of school** if new to the school, and **MUST be toilet trained** and able to use the bathroom independently. Children transferring from the Toddler II program must be **three years old and toilet trained** at the time of transfer.
- Children entering **Kindergarten** must be **five years old by September 1**.

The Infant and Toddler Programs are considered year-round, including the summer months. There are processes in place for phasing these particular children in. Parents should be familiar with these processes as described in handbook addendums contained in the application packet.

Withdrawal Procedures

Once a family has decided to withdraw their child from Villa Montessori School, they must notify the office immediately and complete a withdrawal form. A \$100 withdrawal fee may be assessed. Charter-only students are exempt from this fee. Once a student has withdrawn, he/she may not continue participation in school sponsored extracurricular or enrichment activities, such as sports teams, cub scouts, girl scouts, etc.

2010-2011 TUITION

Infants-3 to 12 months

All Day	7:30 am - 4:30 pm	\$1,275.00
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Toddler I-1 to 2 year olds

Extended Day	8:30 am - 2:30 pm	\$1,125.00
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All Day	7:00 am - 5:00 pm	\$1,225.00
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Toddler II-2 to 3 year olds

Extended Day	8:30 am - 2:30 pm	\$925.00
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All Day	7:00 am - 6:00 pm	\$975.00
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Pre Primary-3 & 4 year olds

Half Day	8:30 am - 11:30 pm	\$675.00
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Extended Day	8:30 am - 2:30 pm	\$725.00
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All Day	7:00 am - 6:00 pm	\$775.00
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Kindergarten

Academic Day	12:30 pm - 2:30 pm	No Charge
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Extended Day	8:30 am - 2:30 pm	\$410.00
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Academic w/ After Care	12:30 pm - 6:00 pm	\$275.00
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All Day	7:00 am - 6:00 pm	\$460.00
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Elementary-Grades 1 to 6

Academic Day	8:30 am - 3:00 pm	No Charge
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All Day	7:00 am - 6:00 pm	\$350.00
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Middle School-Grades 7 & 8

Academic Day	8:30 am - 3:30 pm	No Charge
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2011-2012 TUITION

Infants-3 to 12 months

All Day	7:30 am - 4:30 pm	\$1,275.00
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Toddler I-1 to 2 year olds

Extended Day	8:30 am - 2:30 pm	\$1,125.00
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All Day	7:00 am - 5:00 pm	\$1,225.00
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Elementary-Grades 1 to 6

Academic Day	8:30 am - 3:00 pm	No Charge
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All Day	7:00 am - 6:00 pm	\$350.00
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Middle School-Grades 7 & 8

Academic Day	8:30 am - 3:30 pm	No Charge
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OTHER FEES

Fee Type	Description	Charge
Elementary and Middle School ECA (Optional)	See page 27	\$485.00 yearly
Kindergarten ECA (Optional) Charter only students exempt	See page 27	\$250.00 yearly
Student registration fee (Charter students exempt)	Non-refundable registration fee	\$150.00 yearly
Activity fee applies to: All Toddler & Pre-Primary Students	Non-refundable fee going to each classroom to pay for special visitors and programs	\$50.00 yearly
Early drop off/Late pick up fees for Extended & Academic Day Programs	There is a 15 minute grace period before & after the Extended Day & Academic Day programs. Any drop off or pick up times outside of that 15 minute grace period will result in a \$5.00 late fee for each additional 15 minutes.	\$5.00 for each additional 15 minutes
Early drop off/Late pick up fees for students with a Transportation Allowance	For students who have been granted a transportation allowance for either morning or afternoon, a late fee of \$1.00 per minute will be assessed if your child is dropped off or picked up outside of your approved allowance.	\$1.00 per minute
Late pick-up fees for students enrolled in the Bus program	Applies to children not picked up promptly after the bus arrives to it's destination.	\$1.00 per minute
Late pick-up after 6:00 p.m.	Applies to children picked up after 6:00 p.m. and is paid to the school.	\$1.00 per minute
Late tuition payment fee	Late fee applied if tuition payment is received after the 5th of each month.	\$25.00 for each late payment

PAYMENT PROCEDURES

1. Tuition and/or fees are to be paid monthly, starting August 1. All payments, excluding ECA, will be considered late after the 5th of each month. This includes tuition, before and after school care, transportation fees and enrichment fees.
2. Payments are to be dropped off or sent to the main office at: 4535 N. 28th St., Phoenix, AZ 85016. Please be sure to include your child's name on the check.
3. If a payment check is returned due to non-sufficient funds, it will be re-deposited one time. If it does not clear the second time, it will need to be replaced with a money order or a cashier's check in the amount due plus \$25.00. After three returned checks, all future payments must be made by cashier's check or money order.
4. If a check is lost, all charges for a stop payment must be paid by the check writer and a new check issued.

Late Payments & Past Due Balances

1. Past due notices will be sent to those parents whose payments have not been received by the 5th of the month.
2. If a payment has not been received by the 5th of the month, a late charge of \$25.00 will be assessed.
3. If tuition and/or fees remain unpaid and other payment arrangements have not been made, the school reserves the right to:
 - a. remove the student from after-school activities including the Circle Program;
 - b. remove student from the activity or program for which the fee was assessed;
 - c. terminate contract for any private or fee-based program;
 - d. dismiss the student without tuition abatement until the account is brought current;
 - e. employ any and all rights and remedies allowed by law.

4. Families who fall more than one month behind in payment of tuition, without arranging for an alternate payment plan, will not be eligible for continued enrollment in the program. **This will be firmly enforced.**
5. Enrollment contracts for any private or fee-based program will not be offered to students whose accounts are more than 30 days delinquent, unless payment arrangements have been made.
6. If you have any billing questions, please call the Business Office, (602) 381-9967.
If it becomes necessary to turn this contract over to an attorney to enforce any of the terms hereof, the School shall be entitled to recover collection costs, expenses and reasonable attorney fees.

Scholarships

1. Villa Montessori has a limited amount of scholarship money available to help those families in need and would cover only a portion of the fees.
2. Scholarships are limited to families that have shown a commitment to the school by enrolling at least one child in the charter program.
3. Applications are available in the main office and should be submitted by May 1st for the fall, to increase chances of receiving a portion of the limited scholarship funds.
4. A current tax return must be submitted with the application or it will be declined and returned.
4. Scholarships are reviewed as they are received.
5. Parents will be notified in writing as to whether or not their application has been approved.
6. Scholarships are not given to cover the following costs: summer programs and/or enrichment classes.

Refunds

No refunds are given for vacations or absences, however, if a student enrolls after the start of the school year or is withdrawn or expelled prior to the end of the school year, Villa Montessori will prorate the ECA fees based on the number of weeks the student was enrolled at Villa Montessori. You must contact the Business Office to request a refund of ECA fees.

PLEASE NOTE: Any refund of an ECA fee must be requested within the same tax year (January 1st-December 31st) that the ECA fee was paid. No refunds will be made for prior tax years.

ATTENDANCE

Absences

In case of an absence these procedures should be followed:

1. Please call **602-458-1356** to report your child's absence **as soon as possible**. Please provide details.
2. **Frequent patterns of absences may result in a meeting with the teacher and/or Head of School. Penalties for excessive absenteeism (18 or more days per school year) may include non-promotion to the next grade.**
3. When a child needs to leave school early, please send a note to the teacher and sign the child out.
4. Vacation should be planned for regularly scheduled breaks. The school does not condone taking elementary and middle school students out of school during the regular school schedule.
5. Ten consecutive days of unexcused absentees will be cause for automatic withdrawal.
6. Some program levels require students to be accountable for missed work.

Tardiness

1. The school day starts at 8:30 a.m. A student is considered late if he/she is not signed in at the start of the school day.
2. For charter students, all tardies or early pick ups must be recorded.
3. Parents are asked to send a note explaining any arrival after the start of the school day.
4. Frequent tardiness may result in a meeting with the teacher and/or Head of School. Due to the nature of the Montessori method, tardies are very disruptive to a student's school performance and are handled very seriously by administration.

Drop-off and Pick-Up

Each campus has a different procedure for dropping off and picking up children. Please see the "Drop Off-Pick Up Procedures" packet. We ask that everyone be patient and courteous at these times. The following are some general rules:

1. Please observe safe driving practices and look out for parents and children in the parking lots.
2. Please **DO NOT** park or pull in to any designated staff parking lots.
3. Please **DO NOT** park on any public streets while dropping off or picking up children on the Main, Meadowbrook or Davis Campuses.

Sign in/out

Children in the Infant, Toddler, Pre-Primary and Elementary Circle programs must be signed in and out each day by parents, designated individual or staff member each day. If someone other than the parent will be signing a child in and/or out, the school must have written permission on file. When signing in or out, the individual must use the first initial of their first name and full last name. Please make sure the signature is legible.

Dismissal

1. Identification is required from any adult who is not known to school personnel and who comes to pick up a child. We reserve the right not to release the child to anyone other than the custodial parent, or an authorized person **as stated on the child's blue emergency card**. If someone else is going to pick up a child, the parent must send a note and/or call the office. In cases of doubt, we will phone the custodial parent to confirm that someone else has been authorized to pick up the child. A photo ID is required.
2. Children must be picked up promptly at 11:30 a.m. on early dismissal days, and at the end of the school day on regular days. The families of any students that remain will be charged late pick up fees unless a Family Transportation Allowance form has been submitted and approved by the Business Office.
3. We ask that parents call the office if they are going to be late for any reason.

Family Transportation Allowances (For multiple Academic Day students)

Our goal is to have every child in school on time. However, we understand that some families may have more than one child at our school and on different campuses. As a courtesy, we allow extra time for drop off and pick up to qualified families. In order to qualify, families must have **more than one** Villa Montessori Campus stop to make and an approved Family Transportation Allowance form. Meadowbrook East/West and Main are considered one campus due to their close proximity. Drop off for Elementary students may be before 8:30 am and pick up may be extended. Toddler & Pre-Primary Student drop off also begins before 8:30 am and may be extended. Exact times for Transportation Allowances will be included in the Back-to-School packet mailed out in the summer. Any drop off or pick up outside the approved times will result in additional charges to your bill. The Family Transportation Allowances form will be sent home in July prior to the start of the new school year. They must be filled out and returned for authorization by the listed due date. Please mail or drop off at 4535 N. 28th Street, Phoenix, AZ 85016 or fax to 602-957-4017. You will receive a letter confirming the approval or decline of your family transportation allowance request within a week. If you have any questions, please contact the Office at 602-955-2210.

Late Pick-Up

Pre-Primary and Elementary children who are not picked up after the normal Academic Day release time and who do not have a family allowance will be charged \$5.00 per half hour after 2:45 p.m. and 3:15 p.m. respectively.

STUDENT HEALTH

In case of injury or illness during school hours, the student may be brought to the school office. Parents will be notified by phone to pick up a sick or injured child. If a parent cannot be reached, the office will call the alternate pick-up names on the emergency card. **Parents are responsible for keeping all emergency information current by going to the Main Office to make any changes in addresses, telephone numbers or emergency contact information, etc.**

Medical Emergencies

In the event that a student needs emergency medical attention, one staff member will accompany the student to the nearest hospital while another staff member calls the parent(s). Depending upon the nature of the emergency situation, the student will either be transported by ambulance or in the staff member's car. The staff member accompanying the student will not leave that student until one of the parents (or someone else designated by the parents) arrives at the hospital. Staff members with current CPR/First Aid training are always present on campus and will administer aid whenever necessary.

Medication

1. Villa does not administer medications other than epi-pens and breathing treatments. Therefore please request that any medication prescribed for your child be given outside of school hours. Should there be an exception to this policy please bring in documentation from your doctor requesting this.
2. Medication can only be administered if the facility receives a signed medication form from the child's parent or healthcare provider. Forms are available in campus offices.
3. A designated staff member is responsible for the administration of all medications including storing, supervising ingestion and recording.
4. Medications will only be administered if they are in a container dispensed by a pharmacy.
5. Occasionally it may be necessary to administer a pain relieving medication to an individual student. In those situations please bring in a note from the doctor stating the proper dosage and time of administration. In addition a medication form will need to be completed. Please pick up the remaining medication when the duration of administration is completed.
6. Medication is to be brought directly to the campus office by an adult. **It is NOT acceptable to send it in a child's back pack, lunchbox, etc.**
7. No medications other than epi-pens and breathing treatments are administered during Circle program hours.

Asthma Policy

Students who suffer from severe asthma have the right to keep a handheld inhaler device with them before and after school and during the school day. There is a specific protocol in place to make the determination as to whether a particular student demonstrates the skill and level of responsibility to be able to carry medication and to self-administer medication for symptom self-management. An Individual Asthma Action Plan is developed for each asthma student with input from the health care provider, parent, teacher, and student. Related forms can be obtained in the school office on the Main Campus. It is the parent's responsibility to initiate this process. Students are not allowed to carry medication until the forms have been completed and approval given. The new law regarding students carrying asthma medication requires parents to provide **annual written documentation** authorizing the student to possess and self-administer a handheld inhaler.

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 school office. In the event of an outbreak of a vaccine preventable disease for which you can not provide proof of immunity of your child, your child will not be allowed to attend school until the risk period ends. All needed immunization records must be on file prior to the child attending school. **If your child does not have current immunizations or a signed exemption 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 school office.

Emergency Card

A child will not be admitted unless a blue emergency card is on file. Parents are asked to call or go to the main office to make any changes to the blue card. **Please keep in mind that if your child were to have an accident and the information on your blue card were incorrect, we would have no way of contacting you.**

Allergies

Make sure that you note any and all allergies on your child's emergency card and on an Allergy List form. Also make sure that your child's teacher is aware of all allergies.

Sick Children

Our school is staffed to work with groups of children while giving attention to all. However, ill children require one-to-one care that would be impossible in this setting. If your child shows symptoms of illness, please observe them at home or contact your physician. Ill children want and need comfort and rest to recover and are not able to participate in the activities of the school. If it is determined that your child cannot participate in the normal routine, he/she will be isolated and made as comfortable as possible until you or another adult listed on your emergency form arrives. We request that the child be dismissed from the school **within one hour of notification.**

For the benefit of the children, teachers and families of our school, if a child shows any of these symptoms we cannot accept them at school:

1. Fever of more than 100 taken by auxiliary method (armpit) for duration of eight minutes
2. Diarrhea (more than one loose stool within a 24 hour period)
3. Vomiting
4. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
5. Difficult or rapid breathing
6. Yellowish skin or eye
7. Conjunctivitis
8. Untreated infected skin patches
9. Any open or oozing sores, bloody gums and/or bloody diarrhea
10. Unusually dark urine and/or gray or white stool
11. Stiff neck
12. Unusual spots or rashes
13. Sore throat or difficulty in swallowing
14. Evidence of lice, scabies, or other parasitic infestation
15. Discolored mucous (yellow or green) from nose (this is a sign of infection and we would like the child to be treated for symptoms before returning to school)

The teachers will check the children as they enter. Parents are requested not to send a child to school if they suspect that their child is not feeling well or would be unable to participate in normal activities. Parents shall keep the child at home until they are sure their child is well and free from fever, diarrhea, or other symptoms for 24 hours without the aid of a fever reducing medication. **Please notify the school immediately if your child is diagnosed with a contagious illness or disease. We must receive a doctor's note saying the child may return to school following a contagious illness or disease.**

GRIEVANCE PROCEDURES

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

The parent/student should discuss the matter directly with the teacher and/or staff member involved. If this first step does not solve the problem, the parent/student should discuss the matter with the Head of School or Assistant Head of School. If the problem remains unresolved, a parent has the right to submit the grievance in writing to the Villa Board. The Board's decision is final.

If parent/student is uncomfortable, due to the nature of the concern, to discuss grievance with the teacher/staff member directly, the parent/student may contact the Head of School or Assistant Head of School, each of whom has the authority, within his/her sole discretion, to report directly to the Villa Board.

At the Middle School, please contact the Head of Campus before contacting the Head of School or Assistant Head of School.

CHILD ABUSE REPORTING

Per state law, school employees must report suspected cases of abuse, neglect, non-accidental injury, or sexual offenses against children to Child Protective Services (CPS) and/or local law enforcement agencies as well as to the Head or Assistant Head of School. Where parents are the alleged abusers, school personnel are not to notify parents; Child Protective Services and law enforcement agencies are responsible for notification. Should the alleged perpetrator be other than a member of the child's family, normal and reasonable notification procedures shall be followed by school personnel.

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

COMMUNICATION

All notices and reminders will be e-mailed home to each parent. Hard copies should be requested of the classroom teacher or Main office. It is **VERY** important that both parents read all communications, including the monthly "**Villa Voice**", which contains important information on upcoming events.

If you need to contact an employee of the school by phone, please leave a message for them in the office to call you. For privacy reasons, phone numbers are not given out. Parent e-mails and phone messages will typically be returned within 24 hours.

We ask that parents support the school's policy that staff not communicate with students/parents via social-networking websites.

DHS

Villa's Infant, Toddler, Pre-Primary, Before & After-School (Circle) Programs and Summer programs are regulated and monitored by the Arizona Department of Health Services which is located at 150 N. 18th Avenue, 4th Floor, Phoenix, AZ 85007. The telephone number is (602) 364-2539. All DHS inspection reports can be viewed in the main office at 4535 N. 28th St; Phoenix, AZ 85016.

DRESS AND APPEARANCE

Toddler & Pre-Primary

1. Young children should come to school in clothing that is easy to slip on and off. We do not recommend belts, suspenders or overalls. For more peaceful play, we ask that you do not send your child to school in clothing that encourages aggressive behavior.
2. Children are required to have a change of clothes in their cubbies at all times. Please label and follow the procedure outlined by your child's teacher. It is your responsibility to make sure that clothes are replaced as needed. If a child has a bathroom accident or gets wet outside and has no extra clothing, the parent may be called to come pick up the child or to bring some clothes.

Elementary and Middle Students

Students should refer to the dress code in the section titled, Student Behavior and Discipline. Middle School students should refer to the Middle School Handbook for more details. A student's appearance may not interfere with the educational process, nor pose a health or safety hazard. If deemed necessary by school personnel, parents may be notified and the student may be sent home. For repeated infractions, a uniform may be required.

FIELD TRIPS

1. Our Elementary and Middle School classrooms are expanded by the participation in purposeful and informative field trips taken throughout the year.
2. Our preferred mode of transportation for field trips is school buses.
3. Parents are sometimes asked to drive whenever the buses are not available. If a parent drives on a field trip, insurance coverage will be through the driver's primary insurance.
4. Please watch for field trip permission slips. Children who do not return a signed field trip permission slip will not be permitted to attend the field trip.
5. Since field trips are paid for through the ECA fee (see pg. 27), only children whose parents have paid (or who have a current payment plan in place) may attend.
6. Parent chaperones acting in a supervisory capacity must adhere to the school's current fingerprint/background check procedures and comply with the volunteer behavior code of conduct.

INSURANCE

Villa Montessori carries an insurance policy that complies with the requirements of the State of Arizona.

LUNCH AND SNACKS

1. Parents are to provide lunches. If a child comes to school without a lunch, parents will be contacted to bring one.
2. Because we do not have the facilities to microwave, or refrigerate lunches, we require that children have insulated lunchboxes and that each lunchbox has an ice pack.
3. Candy, gum, and soda are not allowed. If a child comes to school with any of these items in his/her lunchbox, it will be sent home unopened. If you need suggestions for healthy lunches, please ask your child's teacher or come to the school office.
4. We try to teach the children to reduce, reuse and recycle whenever possible. Please try to pack your child's lunch in reusable containers.
5. Parents take turns providing snack for their child's class in the Toddler and Pre-Primary programs. Monthly snack calendars are posted in each classroom as well as in the Main Office.
6. Parents of Elementary and Middle School students should include an appropriate mid-morning snack in their child's lunch box. See your child's teacher for appropriate snack options.
7. Children in the After-school or Circle program are to bring enough food to provide for their after school snack.
8. Due to concerns about allergies, food may not be shared among children.

BIRTHDAYS

1. If you wish to bring a special treat for your child's birthday, we ask that you first discuss this with the teacher. Please provide a snack such as muffins, 100% fruit juice bars, fruit trays, finger sandwiches or cheese trays rather than cakes, cookies or cupcakes. Please try to keep treats as nutritious as possible.
2. Party invitations are not to be distributed at school unless the whole class is invited.

NAPS

According to DHS, all children who are three years old or younger are required to bring a nap bag to school. The nap bag must contain a fitted crib sheet and blanket. A small pillow and stuffed animal are optional. Please label the nap bag and each item with your child's first and last name. All nap bags are to go home at the end of the week to be washed and returned.

PARENT/TEACHER CONFERENCES

Parent / Teacher conferences are held twice a year. Please do not hesitate to contact your child's teacher if you have a concern or question at any other time.

CHILD FIND NOTICE

It is Villa Montessori Charter School's responsibility to inform the general public and all parents within our boundaries of our responsibility to make available information regarding special education services for students with disabilities ages 3 through 21 years and how to access those services. We also have a responsibility to provide information regarding early intervention services available through the state for children birth through 2 years.

We are also responsible for providing a free and appropriate public education (FAPE), which includes special education and related services to children with disabilities in K–8th grade programs at public expense without charge to the parents. All new students to Villa Montessori Charter School will be screened within 45 days of enrollment. The teacher will complete the screening after reviewing the child's abilities in the areas of academics, vision, hearing, communication, social/emotional, and motor skills. If any concerns are noted, the child may be referred for additional help. Children birth through 2 years who are receiving early intervention services through the state and will be participating in preschool programs for children with disabilities, will be assured of a smooth transition into those programs. If you have any concerns or questions about a child you know, please contact Villa Montessori Charter School's Special Education Department at (602) 955-2210 or the public school in whose boundaries you reside.

SPECIAL NEEDS

Children not yet in the Charter are the responsibility of the school district in which they reside and are identified through the Child Find process. Children in the Charter school are the responsibility of the Charter. If a teacher is concerned about a child's progress, he/she will discuss their concerns with the child's parents. If a parent has a concern, he/she should discuss it with the teacher first. If deemed necessary, a team will convene, composed of the child's lead teacher, a school representative and a special education or developmental specialist and the parents. The team will determine the next course of action. If evaluations/observations are recommended, the parents' permission is required. When results are available, an official meeting notice will be sent to the parents and a meeting scheduled to discuss the results with the team. The education specialist who administered the test(s), along with the child's teacher, the special education or developmental specialist, a school representative and the parents will then meet. 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 out 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. Villa Montessori has published policies and procedures for Special Education. Copies may be obtained from the Main office. Villa also identifies and evaluates students who are considered gifted. Complete information on Villa's gifted education can be obtained from the Main office.

STUDENT ASSESSMENTS

All Arizona public schools, including charters, are required to properly administer state mandated assessments. Therefore, all Villa students in grades 2 through 8 participate in state testing. Villa also administers the Clinical Evaluation of Language Fundamentals, Edition 4 (CELF 4) to all kindergarteners. In addition, Villa administers the Cognitive Abilities Test each year to all third graders as well as students in grades 4 through 8 that are new to the school.

RETENTION/PROMOTION

From time to time repeating a grade is in the best interest of a student's academic progress. The decision whether or not to retain a student is made after a careful review of all data related the student's progress and in close cooperation and communication with the student's parents.

The following data is reviewed as part of the decision-making process:

The student's academic progress*

Attendance records

Discipline records

Formal and informal assessment results

Any other information deemed pertinent

State law allows teachers to make the decision to retain or promote students. If a parent or legal guardian of a student disagrees with a teacher's decision, he/she may appeal to the Governing Board of Villa, which will review the matter in executive session unless the parent/guardian objects to the review being held in executive session. The Governing Board may only overturn a decision related to promotion or retention if it makes a finding that the student mastered the academic standards set by both the State of Arizona and Villa Montessori. The parents/guardians will have the burden to prove the student mastered the academic standards.

*Specific to middle school students: A middle school student who earns less than 60% in any one core subject is considered to have failed to exhibit adequate academic progress; however, the decision on retention is determined by the middle school teaching staff based on all criteria.

PARENT PARTICIPATION

A minimum of ten hours of volunteer service per family is requested each year. Opportunities for service will be listed throughout the year. Parents are responsible for recording hours served on their family record sheet located either in the classroom or in the main office.

As part of our efforts to keep our students safe, parents must complete a Parent Volunteer packet prior to participating as a volunteer or chaperone in a school activity or event. Background checks and fingerprint clearance cards may also be required. Please contact the main office if you are interested in volunteering.

Villa Montessori School expects volunteers and chaperones to adhere to acceptable standards of conduct that protect the interests and safety of all students, employees, and the school. It is not possible to list all the forms of behavior that are considered misconduct. The following is a partial list of infractions that may result in disciplinary and/or legal action.

- Ridiculing and/or disciplining a child inappropriately
- Leaving a child unattended
- Providing inadequate supervision or interaction with the children in your care
- Endangering the health or safety of the children
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs, while volunteering
- Fighting, arguing, or threatening violence
- Negligence or improper conduct leading to damage of property
- Violation of safety or health rules
- Smoking
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms
- Unauthorized removal of school property
- Unauthorized disclosure of confidential information
- Inappropriate physical contact
- Having inappropriate contact with students outside of school hours by e-mail, phone calls, personal visits
- Criminal conviction (as related to the law or dictated by regulation)
- Failure to remain in alert physical and mental condition
- Malicious gossip
- Sexual misconduct, including sexual abuse and molestation (this is a criminal offense subject to prosecution under the law)

SCHOOL SAFETY

Villa Montessori is a drug free/weapon free facility. A copy of the school emergency response plan is available in the Main office. We ask for parents' full cooperation with the procedures outlined in this plan. The school's AHERA Bulk Asbestos Inspection & Management Plan is available at each campus office.

VISITOR REGULATIONS

All visitors must check in at the office and obtain a visitor's badge. Anyone other than the parent that comes on campus to visit an enrolled child must have parental permission on file with the school. Parents (or individuals designated in writing by the parents) have access to the areas on the premises where their children are enrolled and receiving child care services during hours of operation.

RESUME AVAILABILITY

Resume information for present and former instructional personnel is available in the Main Office.

SPORTS/ENRICHMENT/SCOUTING

Villa Montessori offers a variety of programs for Pre-Primary, Elementary and Middle School aged children. Only students currently enrolled at the school can participate.

STUDENT RECORDS & PERSONAL INFORMATION

1. The Family Educational Rights and Privacy Act of 1974 provides for a parent's right to inspect, review and seek correction of a child's educational records. Parents may inspect records at any time between 7 a.m. and 6 p.m. on regularly scheduled school days or parents may submit a written request for the inspection of records and Villa will comply with such request within 45 days of receipt of the request. NOTE: Villa may charge a reasonable fee for copies of records
2. If a parent believes that information contained in the student's educational record is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, s/he may submit a written request in the Main Office to amend the record. A determination of whether the records will be amended will be made by Villa within a reasonable time. If the parent is not satisfied with Villa's decision, s/he may submit a written request for a hearing before the Villa Board.
3. Personally identifiable information contained in the student's educational record may be released to others ONLY with a signed, written, and dated request from the person legally responsible for the student, except that certain disclosures may be made without consent as permitted by FERPA §99.31, including, but not limited to:
 - a. To school officials with legitimate educational interests, including Villa employees, teachers, administrators, contracted specialists, or other agent of Villa who have a legitimate need to obtain access to student records in order to further the educational process at Villa or to maintain the health and safety of the student or others.
 - b. To a school in which the student seeks or intends to enroll.
 - c. Directory information will be gathered and issued for each student. This information will include, but is not limited to, the student's name, parents' names, address(es), and phone numbers. If for some reason a family does not want this information published, they must submit a written request to the office. ***The release and or use of directory information for any individual or agency with a profit motive is prohibited unless specific approval of the Governing Board is granted.***
4. If a parent or student feels that their rights under FERPA have not been maintained, s/he may file a complaint with the U.S. Department of Education pursuant to FERPA §99.31 and 99.64.

TRANSPORTATION

1. The student's parent or legal guardian assumes full responsibility for the manner, safety and protection of the student in traveling to and from school.
2. Reimbursement provisions for Charter students who qualify economically and Charter Special Education students who qualify because of their disability will be made by consultation with the Head of School.
3. Villa Montessori offers limited intercampus transportation for the convenience of the parent, at an additional fee. Bus transportation to and from the Cheryl Drive campus for Elementary Two students is available as well as bus transportation between Middle School campuses. Contact the Main Office for information.
4. School buses are also sometimes used for field trips and school sponsored events.
5. Any student riding the bus must abide by the bus rules found in the section titled Student Behavior and Discipline. A bus behavior rubric is used when disciplinary action is necessary.

TOBACCO POLICY

Villa Montessori is a NO SMOKING facility. By state law, no person is allowed to possess any form of tobacco on school grounds, nor in any vehicle transporting children for school functions. Villa Montessori does not allow any clothing or other materials that promote the use of tobacco.

TOYS

No toys should be brought to school without special permission from the teacher. If a child has a toy at school, it will be taken and returned to the child at the end of the day.

ELECTRONIC DEVICES/CELL PHONES

Electronic devices, including cell phones, are not to be used during school hours. If necessary, they will be held by school personnel until the end of the school day. In the case of repeated unauthorized use, parents may be contacted.

STUDENT BEHAVIOR AND DISCIPLINE

Dress Code

Elementary & Middle School

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

- Obscene statements and pictures
- Statements advocating immoral or illegal behavior (e.g. advertisements for alcohol, tobacco, or illegal drugs)
- Statements of disrespect or other messages that staff believes to be disruptive or inappropriate
- Bare feet (appropriate footwear must be worn for any type of physical education or activity)
- Bandanas, hair nets, accessories, or clothing and clothing styles that present a health or safety problem or are representative of a gang or gang membership
- Clothing which is revealing, such as tube tops, tops with spaghetti straps, short shorts, off the shoulder shirts, short or slit skirts, clothing that exposes the midriff, "skin tight" clothing and visible undergarments, clothes with holes that are revealing, etc.
- Jewelry that presents a safety hazard or creates a distraction that impacts the learning environment for the student or others
- Clothing that is excessively baggy and/or exposes one's underwear
- Body piercing (other than earrings)
- Please see the Middle School Handbook for additional information regarding the dress code for that program.

General Conduct (at school, on the bus, and at all school functions)

At all times students are expected and encouraged to be safe, responsible, and respectful towards all visitors and members of the school community. The school's discipline policy is at all times intended to cultivate a positive atmosphere in which quality education and productive learning can take place. Good behavior makes our school a safe and pleasant place for everyone, as well as an environment conducive to learning. Whether in class, on a playground, at lunch, or on the way to and from school, ALL students are expected to:

- Be courteous and respectful to others
- Conduct themselves in a reasonable and cooperative manner
- Recognize the authority of the teacher, administrators and other school staff members (i.e. bus drivers, maintenance staff, specials' teachers, teacher assistants, etc.)
- Use proper language
- Exhibit self-control in settling differences of opinion
- Be punctual
- Have good attendance
- Complete schoolwork on time and to the best of their ability
- Follow all school rules
- Not act in an aggressive manner
- Use playground equipment appropriately.
- Not throw any objects that can injure another
- Walk when on sidewalks and in the buildings
- Leave electronic toys and equipment at home
- Be honest
- Not have, use or be under the influence of drugs, alcohol, or tobacco products
- Respect other people's personal space and property

Any behavior that endangers the health or safety of others is prohibited. The Virtues Curriculum is utilized to encourage and support student understanding of responsible behavior, good choices, and the identification of characteristics that support positive behaviors. Students are expected to distinguish between good choices and poor choices and reflect and accept the consequences of their actions.

Investigations and Searches

The school has legal custody of students during the school day and during approved extracurricular activities. It is the administrator's responsibility to act on behalf of the parent/guardian during lawful investigations of a student, if the parent is not available or cannot be contacted.

Students do not have an expectation of privacy in any area that belongs to Villa, including, but not limited to student desks, lockers, or cubbies. At the sole discretion of the administration of Villa, such areas are subject to search and/or mandatory clean-out at any time. In areas where students do maintain an expectation of privacy, Villa is permitted to and will conduct a legitimate and legal search upon reasonable suspicion that the student has committed a violation of school rules or the law. Villa is not required to contact the students' parent or legal guardian prior to conducting a lawful search. Villa reserves the right to seize any prohibited items or evidence of a violation.

Should a police officer come to the school to interview a student, Villa Montessori will follow this policy and procedure:

1. A parent will be called before the interview begins unless the police officer specifically requests that the parent not be called because of the nature of the investigation. This is the prerogative of the police officer.
2. Parents are given the opportunity to come to the school provided they can arrive within a reasonable time period, a half-hour to forty-five minutes.
3. If the parents cannot be reached or cannot arrive within a reasonable time frame, a phone call or written communication will be initiated by the school as a follow-up procedure. Further communications will then be directly between the police department and the parents.

Biting Policy

In order to provide a safe and healthy environment for your child, the school has a biting policy in force. While biting can be considered developmentally appropriate in the Toddler programs, if it would continue to occur at the Pre Primary level, a parent may be asked to remove their child from school until the problem is under control.

School Property/Personal Property

Students are responsible for taking good care of school books, equipment, and facilities. If a student loses or damages these items beyond normal wear, the parent/guardian may be held liable for repair or replacement. If a student's misbehavior results in damage to school property, disciplinary action may be taken. Students are discouraged from bringing personal property to school. The school is not responsible for damage to, loss or theft of, any personal items brought to school.

Hazardous Materials

Any substance or item that is potentially hazardous, harmful, or disruptive is prohibited. If a student has such materials on campus, the school will confiscate the materials, notify the parents, and arrange for disciplinary action.

Behavior Rubrics

Our vision is to create a school-wide culture of respect and compassion. Research shows that the best way to go about this is for everyone to get involved. Student, staff and parents all play a very crucial role. Our discipline program clearly defines behavioral expectations and what the consequences will be if the student chooses not to comply with them. This is detailed in the behavior rubrics that follow. If your child receives a behavioral report, a school administrator will assist them in calling you to tell you what they did and what the consequence will be. If they are an elementary student, that day or the next day they will spend a lunch recess period in a “Reflection Room” filling out a form that helps them reflect on what they did and determine better ways to solve the problem or meet their needs in the future. Middle School students use a “Redbook” procedure. We ask that you support the school’s stance when dealing with your child. This does not mean that you necessarily need to give them another consequence at home, but to handle it with an attitude of respectful support for our program. Definitions of terms and consequences can be found following the rubrics. The rubrics are found in the pages that follow.

This approach provides the student with consistent, predictable results for decisions they make. When applying the consequences, the students’ chronological age, developmental age and intent will be taken into account.

Behavior Plans

Where appropriate and deemed necessary, a Behavior Plan may be developed to outline behavioral expectations and steps for improvement.

In-School Suspension

Students assigned to in-school suspension will spend their school day in a designated study area. Parents will be notified if such an assignment is warranted. The student will complete assignments made by the regular classroom teacher.

Out-of-School Suspension

This form of suspension will result in a temporary exclusion from classes and school. Parents will be notified if this is warranted. Students assigned to out-of-school suspension must complete all work assigned by the teachers and must return the completed work to the teacher on the day they return. Students who are suspended are not to be on school property for the duration of the suspension. Notice of these becomes part of a student’s educational record.

Policies Relating to Serious Violations

Offenses that violate state laws may result in police involvement in addition to school disciplinary action. School discipline for such serious violations will be in accord with school policy as described in the section titled Policies Relating to Tobacco, Alcohol, Drug and Weapons Violations.

Suspension/Expulsion

If a student is recommended by a teacher or other school official for an out-of-school suspension or expulsion, the student will be referred to the Head of School or Assistant Head of School. If the Head of School (or Assistant Head of School) determines that a suspension of 10 days or less shall be imposed, such decision is final and notice of the decision and reentry procedures will be provided to the parents/guardians of the student.

Upon determination that a suspension of more than 10 days will be imposed, the student shall be permitted an opportunity to appeal, in writing, the decision of the Head or School (or Assistant Head of School) to the Villa Board. A notice will be provided to the parents or guardians of the student explaining the decision and the procedures for appeal.

If the Head of School (or Assistant Head of School) believe that a student’s conduct is grounds for expulsion, the Head of School (or Assistant Head of School) will make such a recommendation to the Villa Board. The Villa Board shall hold a hearing to determine whether an expulsion will be imposed. Prior to the hearing, the parents of the student will be notified of the accusations, the hearing procedures and the student’s due process rights. The decision of the Villa Board is final.

Villa will maintain documentation of all out-of-school suspensions and expulsions as part of the student’s educational records as well as in-school suspensions for aggressive behavior if there were three in a given school year.

Elementary 1 Classroom/Playground Behavior Rubric

Behavior	First time	Second time	Third time	Fourth time
Level One Blatant non-compliance with procedures/agreements; Disrespect of environment	Verbal Warning	Student calls parent; 1 inside lunch/recess in reflection room	Student calls parent; 3 inside lunch/recess in reflection room	Student calls parent; 5 inside lunch/recess in reflection room; Behavior plan is developed with student, teacher, parent at a re-entry meeting
Level Two rudeness or disrespect of staff or adult in charge; Disruptive of class; Leaving class without permission; Not being in designated class, activity or area; Inappropriate/vulgar words & expressions/swearing	Student calls parent; 2 inside lunch/recesses in reflection room	Student calls parent; 5 inside lunch/recesses in reflection room	Student calls parent; 1 day in-school suspension	Student calls parent; Immediate 1 day out-of-school suspension; Behavior plan is developed with student, teacher, parent and school official before student re-enters classroom
Level Three Unsafe behavior which puts self or others at risk; Leaving campus without permission; Seriously disruptive behavior	Student calls parent; Immediate 1 day out-of-school suspension; Re-entry meeting required with student, parent, teacher and school official	Student calls parent; Immediate 3 day out-of-school suspension; Behavior plan is developed with student, teacher, parent and school official at re-entry meeting	Student calls parent; Immediate 5 day out-of-school suspension; Behavior plan is modified with student, teacher, parent and school officials at re-entry meeting	Student calls parent; Immediate out-of-school suspension until student goes before board for expulsion hearing

Inside lunch/recess period means student stays in reflection room in silence to fill out "Think about it" form or to complete specified assignment.

The supervisor of inside lunch/recess will assist the student as needed to complete the "Think about it" form.

If the offense is severe enough, the child may be immediately expelled and authorities may be called if that is deemed necessary.

In certain circumstances or situations, the Head of School or Assistant Head of School, at their discretion, may impose consequences that deviate from the Behavior Rubric.

The Behavior Rubric will be implemented according to IDEA regulations.

Elementary I Aggressive Behavior Rubric

Behavior	First time	Second time	Third Time	Fourth Time
Level One Teasing, insulting, put-downs, rough housing, exclusion, gossiping, spreading rumors; Level 1 bullying	Student calls parent; Written warning	Student calls parent; 1 inside lunch/recess	Student calls parent; 3 inside lunch/recess	Student calls parent; 1 day in-school suspension; Re-entry meeting with student, parent and teacher to create individual behavior plan
Level Two Hitting, pushing, slapping, grabbing, pinching, kicking; Interfering with another's belongings; Aggressive rough housing; Ganging up; Level 2 bullying	Student calls parent; 2 inside lunch/recess in reflection room	Student calls parent; 1 day in-school suspension; Re-entry meeting with student, parent and teacher to create individual behavior plan	Student calls parent; 1 day out-of-school suspension; Re-entry with student, parent, teacher and school official to develop an individual behavior plan	Student calls parent; Immediate 3 day out-of-school suspension; Individual behavior plan is modified with student, teacher, parent and school official at re-entry meeting to include stronger consequences should another time occur.
Level Three Aggressive acts that result or could have resulted in significant physical harm; Extreme disrespect of staff or adult in charge; Serious threats of violence and intimidation; Severe harassment; Fighting; Retaliation for being reported; Level 3 bullying	Student calls parent; Immediate out-of-school suspension; (# of days to be determined by school official); Re-entry meeting with student, parent, teacher and school official	Student calls parent; Immediate 5 day out-of-school suspension; Behavior plan is developed with student, teacher, parent and school official at re-entry meeting; Individual behavior plan is developed	Student calls parent; Immediate out-of-school suspension until student goes before the board for possible expulsion.	If not previously expelled; Student calls parent; Immediate out-of-school suspension; Recommendation to the board is made for immediate expulsion

Inside lunch/recess period means student stays in reflection room in silence to fill out "Think about it" form or to complete specified assignment.

The supervisor of inside lunch/recess will assist the student as needed to complete the "Think about it" form.

If the offense is severe enough, the child may be immediately expelled and authorities may be called if that is deemed necessary.

In certain circumstances or situations, the Head of School or Assistant Head of School, at their discretion, may impose consequences that deviate from the Behavior Rubric.

The Behavior Rubric will be implemented according to IDEA regulations.

Elementary 1 Circle Classroom/Playground Behavior Rubric

Behavior	First time	Second time	Third time	Fourth time
Level One Blatant non-compliance with procedures/agreements; Disrespect of the environment	Verbal warning	Student calls parent; Written warning	Student calls parent; 1 hour session at the reflection table	Student calls parent; Immediate pick up from Circle; 1 day suspension from Circle; Re-entry meeting with parent, student and school official prior to return
Level Two rudeness or disrespect of staff or adult in charge; Disruptive of class; Leaving class without permission; Not being in designated class, activity or area; Inappropriate/vulgar words & expressions/swearing	Student calls parent; 1 hour session at the reflection table	Student calls parent; 3 one hour sessions at the reflection table	Student calls parent; 1 day suspension from Circle	Student calls parent; Immediate pick-up from Circle; 3 day suspension from Circle; Re-entry meeting with parent, student and school official prior to return; Further offenses will result in permanent removal from Circle
Level Three Unsafe behavior which puts self or others at risk; Leaving campus without permission; Seriously disruptive behavior	Student calls parent; Immediate pick-up from Circle with the # of days of suspension to be determined by school official; Re-entry meeting required with student, parent, teacher and school official	Student calls parent; Immediate pick-up from Circle; 3 day suspension from Circle; Meeting with parent, student and school official prior to return	Student calls parent; Immediate pick-up from Circle; Child loses privilege of attending Circle	

If the offense is severe enough, the child may be immediately expelled and authorities may be called if that is deemed necessary. In certain circumstances or situations, the Head of School or Assistant Head of School, at their discretion, may impose consequences that deviate from the Behavior Rubric.

The Behavior Rubric will be implemented according to IDEA regulations.

Revised 6/24/10 KJE

Elementary I Circle Aggressive Behavior Rubric

Behavior	First time	Second time	Third Time	Fourth Time
Level One Teasing, insulting, put-downs, rough housing, exclusion, gossiping, spreading rumors; Level 1 bullying	Student calls parent; Written warning	Student calls parent; 1 hour session at reflection table	Student calls parent; 3 one hour sessions at reflection table	Student calls parent; Immediate pick-up with a 3 day suspension from Circle; Re-entry meeting with student, parent and school official prior to return
Level Two Hitting, pushing, slapping, grabbing, pinching, kicking; Interfering with another's belongings; Aggressive rough housing; Ganging up; Level 2 bullying	Student calls parent; 2 one hour sessions at the reflection table	Student calls parent; 1 day suspension from Circle; Re-entry meeting with student, parent and school official prior to return	Student calls parent; Immediate pick-up from Circle; 3 day suspension from Circle; Re-entry meeting with student, parent, teacher and school official prior to return	Student calls parent; Immediate pick-up from Circle; Student loses privilege to attend Circle
Level Three Aggressive acts that result or could have resulted in significant physical harm; Extreme disrespect of staff or adult in charge; Serious threats of violence and intimidation; Severe harassment; Fighting; Retaliation for being reported; Level 3 bullying	Student calls parent; Immediate pick-up from Circle; (# of days suspend from Circle to be determined by school official); Re-entry meeting with student, parent, teacher and school official	Student calls parent; Immediate pick-up from Circle; 5 day suspension from Circle; Re-entry meeting with student, parent, teacher and school official prior to return	Student calls parent; Immediate pick-up from Circle; Student loses privilege to attend Circle	

If the offense is severe enough, the child may be immediately expelled and authorities may be called if that is deemed necessary.

In certain circumstances or situations, the Head of School or Assistant Head of School, at their discretion, may impose consequences that deviate from the Behavior Rubric.

The Behavior Rubric will be implemented according to IDEA regulations.

Elementary 2 Classroom/Playground Behavior Rubric

Behavior	First time	Second time	Third time	Fourth time
Level One Blatant non-compliance with procedures/agreements; Disrespect of environment	Verbal Warning	Student calls parent; 1 inside lunch/ recess in reflection room	Student calls parent; 3 inside lunch/ recess in reflection room	Student calls parent; 5 inside lunch/ recess in reflection room Behavior plan is developed with student, teacher, parent at a re-entry meeting
Level Two Rudeness or disrespect of staff or adult in charge; Disruptive of class; Leaving class without permission; Not being in designated class, activity or area; Inappropriate/vulgar words & expressions/swearing	Student calls parent; 2 inside lunch/ recesses in reflection room	Student calls parent; 5 inside lunch/ recesses in reflection room	Student calls parent; 1 day in-school suspension	Student calls parent; Immediate 1 day out-of-school suspension; Behavior plan is developed with student, teacher, parent and school official before student re-enters classroom
Level Three Unsafe behavior which puts self or others at risk; Leaving campus without permission; Seriously disruptive behavior	Student calls parent; Immediate 1 day out-of-school suspension; Re-entry meeting required with student, parent, and teacher	Student calls parent; Immediate 3 day out-of-school suspension; Behavior plan is developed with student, teacher, parent and school official at re-entry meeting	Student calls parent; Immediate 5 day out-of-school suspension; Behavior plan is modified with student, teacher, parent and school official at re-entry meeting.	Student calls parent; Immediate out-of-school suspension until student goes before board for expulsion hearing

Inside lunch/recess period means student stays in reflection room in silence to fill out "Think about it" form or to complete specified assignment.

The supervisor of inside lunch/recess will assist the student as needed to complete the "Think about it" form.

If the offense is severe enough, the child may be immediately expelled and authorities may be called if that is deemed necessary.

In certain circumstances or situations, the Head of School or Assistant Head of School, at their discretion, may impose consequences that deviate from the Behavior Rubric.

The Behavior Rubric will be implemented according to IDEA regulations.

Elementary 2 Aggressive Behavior Rubric

Behavior	First time	Second time	Third time	Fourth time
Level One Minor aggressive acts such as teasing, insults, put-downs, rough housing, exclusion, gossiping or spreading rumors; Level 1 bullying	Student calls parent; Written warning	Student calls parent; 1 inside lunch/recess	Student calls parent; 3 inside lunch/recess	Student calls parent; 1 day in-school suspension, Re-entry meeting with student, parent and teacher to create individual behavior plan
Level Two Behavior that is intentionally hurtful such as obscene gestures, swearing deliberately at a person; Interfering with another's belongings; Aggressive rough housing; Ganging up; Acts that result in mild to moderate physical harm; Level 2 bullying	Student calls parent; 2 inside lunch/recess in reflection room	Student calls parent; 1 day in-school suspension; Re-entry meeting with student, parent and teacher	Student calls parent; 1 day out-of-school suspension; Re-entry with student, parent, teacher and school official to develop an individual behavior plan	Student calls parent; Immediate 3 day out-of-school suspension; Individual behavior plan is modified with student, teacher, parent and school official at re-entry meeting to include stronger consequences should another time occur.
Level Three Aggressive acts that result or could have resulted in significant physical harm; Extreme disrespect of staff or adult in charge; Serious threats of violence and intimidation; Severe harassment; Sexual harassment; Theft; Retaliation for being reported; Pornography; Fighting; Vandalism; Assault; Level 3 bullying	Student calls parent; Immediate out-of-school suspension; (# of days to be determined by school official) Re-entry meeting with student, parent, teacher and school official	Student calls parent; 5 day out-of-school suspension; behavior plan is developed with student, teacher, parent and school official at re-entry meeting; Individual behavior plan is developed	Student calls parent; Immediate out-of-school suspension until student goes before the board for possible expulsion.	If not previously expelled; Student calls parent; Immediate out-of-school suspension; Recommendation to the board is made for immediate expulsion

Inside lunch/recess period means student stays in reflection room in silence to fill out "Think about it" form or to complete specified assignment.

The supervisor of inside lunch/recess will assist the student as needed to complete the "Think about it" form.

If the offense is severe enough, the child may be immediately expelled and authorities may be called if that is deemed necessary.

In certain circumstances or situations, the Head of School or Assistant Head of School, at their discretion, may impose consequences that deviate from the Behavior Rubric.

The Behavior Rubric will be implemented according to IDEA regulations.

Elementary 2 Circle Classroom/Playground Behavior Rubric

Behavior	First time	Second time	Third time	Fourth time
Level One Blatant non-compliance with procedures/agreements; Disrespect of the environment	Verbal warning	Student calls parent; Written warning	Student calls parent; 1 hour session at the reflection table	Student calls parent; Immediate pick up; 1 day suspension from Circle; Re-entry meeting with parent, student and school official prior to return
Level Two Rudeness or disrespect of staff or adult in charge; Disruptive of class; Leaving class without permission; Not being in designated class, activity or area; Inappropriate/vulgar words & expressions/swearing	Student calls parent; 1 hour session at the reflection table	Student calls parent; 3 one hour sessions at the reflection table	Student calls parent; 1 day suspension from Circle	Student calls parent; Immediate pick-up from Circle; 3 day suspension from Circle; Re-entry meeting with parent, student and school official prior to return; Further offenses will result in permanent removal from Circle
Level Three Unsafe behavior which puts self or others at risk; Leaving campus without permission; Seriously disruptive behavior	Student calls parent; Immediate pick-up from Circle with the # of days of suspension to be determined	Student calls parent; Immediate pick-up from Circle; 3 day suspension from Circle; Meeting with parent, student and school official prior to return	Student calls parent; Immediate pick-up from Circle; Child loses privilege of attending Circle	

If the offense is severe enough, the child may be immediately expelled and authorities may be called if that is deemed necessary.

In certain circumstances or situations, the Head of School or Assistant Head of School, at their discretion, may impose consequences that deviate from the Behavior Rubric.

The Behavior Rubric will be implemented according to IDEA regulations.

Revised 6/24/10 KJE

Elementary 2 Circle Aggressive Behavior Rubric

Behavior	First time	Second time	Third time	Fourth time
Level One Minor aggressive acts such as teasing, insults, put-downs, rough housing, exclusion, gossiping or spreading rumors; Level 1 bullying	Student calls parent; Written warning	Student calls parent; 1 hour session at reflection table	Student calls parent; 3 one hour sessions at reflection table	Student calls parent; Immediate pick-up with a 3 day suspension from Circle; Re-entry meeting with student, parent and school official prior to return
Level Two Behavior that is intentionally hurtful such as obscene gestures, swearing deliberately at a person; Interfering with another's belongings; Aggressive rough housing; Ganging up; Acts that result in mild to moderate physical harm; Level 2 bullying	Student calls parent; 2 one hour sessions at the reflection table	Student calls parent; 1 day suspension from Circle; Re-entry meeting with student, parent and school official prior to return	Student calls parent; Immediate pick-up from Circle 3 day suspension from circle; Re-entry meeting with student, parent, teacher and school official prior to return	Student calls parent; Immediate pick-up from Circle; Student loses privilege to attend Circle
Level Three Aggressive acts that result or could have resulted in significant physical harm; Extreme disrespect of staff or adult in charge; Serious threats of violence and intimidation; Severe harassment; Sexual harassment; Theft; Retaliation for being reported; Pornography; Fighting; Vandalism; Assault; Level 3 bullying	Student calls parent; Immediate pick-up from Circle; (# of days suspended from Circle to be determined by school official); Re-entry meeting with student, parent, teacher and school official	Student calls parent; Immediate pick-up from Circle; 5 day suspension from Circle; Re-entry meeting with student, parent, teacher and school official prior to return	Student calls parent; Immediate pick-up from Circle; Student loses privilege to attend Circle	

If the offense is severe enough, the child may be immediately expelled and authorities may be called if that is deemed necessary.

In certain circumstances or situations, the Head of School or Assistant Head of School, at their discretion, may impose consequences that deviate from the Behavior Rubric.

Behavior Rubric will be implemented according to IDEA regulations.

Middle School Behavior Management Rubric

Behavior	First time	Second time	Third time	Fourth time
Level One Blatant non-compliance with procedures; Disrespect of environment; Inappropriate words/swearing and expressions not directed at a person	Redbook; Student calls parent	Redbook; Student calls parent; 1 day community service	Redbook; Student calls parent; 3 days community service; 7:30 student, parent and teacher meeting; Reflection in tutorials	Redbook; Student calls parent; 1 day in-school suspension; 7:30 student, parent, teacher and school official meeting to develop individual behavior plan; Reflection in tutorials
Level Two Rudeness or disrespect of staff or adult in charge; Disruptive of class; Deliberately not being in designated class, activity or area; Inappropriate display of affection	Redbook; Student calls parent; 1 day in-school suspension	Redbook; Student calls parent; 1 day out-of-school suspension; 7:30 Re-entry meeting with student, parent and teacher required; Reflection in tutorials	Redbook; Student calls parent; Immediate 3 days out-of-school suspension; Individual behavior plan developed with student, teacher, parent and school official at 7:30 re-entry meeting; Reflection in tutorials	Redbook; Student calls parent; Immediate 5 day out-of-school suspension; At re-entry meeting with student, parent, teacher and school official the present individual behavior plan gets modified to include stronger consequences should another time occur
Level Three Unsafe behavior which puts self or others at risk; Leaving campus without permission; Seriously disruptive behavior	Redbook; Student calls parent; Immediate 2 day out-of-school suspension; 7:30 re-entry meeting required with student, parent and teacher; Reflection in tutorials	Redbook; Student calls parent; Immediate 3 day out-of-school suspension; Behavior plan is developed with student, teacher, parent and school official at re-entry meeting; Reflection in tutorials	Redbook; Student calls parent; Immediate 5 day out-of-school suspension; Behavior plan modified with student, teacher, parent and school official at re-entry meeting; Reflection in tutorials	Redbook; Student calls parent; Immediate out-of-school suspension until student is sent before board for expulsion hearing

Red Book: A disciplinary reflection/reporting form

The Behavior Rubric will be implemented according to IDEA regulations.

In certain circumstances or situations, the Head of School or Assistant Head of School, at their discretion, may impose consequences that deviate from the Behavior Rubric.

If the offense is severe enough, as determined by the administration, the child may be immediately sent before the board for expulsion hearing and authorities called.

Middle School Aggressive Behavior Rubric

Behavior	First time	Second time	Third time	Fourth time
Level One Minor aggressive acts such as teasing, insults, put-downs, rough housing, exclusion, gossiping or spreading rumors; Level 1 bullying	Redbook; Students calls parent	Redbook; Student calls parent; 2 days of community service	Redbook; Student calls parent; 1 day in-school suspension 7:30 meeting with student, parent and teacher	Redbook; Student calls parent; 1 day out-of-school suspension; Individual behavior plan is developed with student, teacher, parent and school official at 7:30 re-entry meeting; Reflection in tutorials
Level Two Behavior that is intentionally hurtful such as obscene gestures, swearing deliberately at a person; Interfering with another's belongings; Aggressive rough housing; Ganging up; Acts that result in mild to moderate physical harm; Level 2 bullying	Redbook; Student calls parent; 1 day in-school suspension	Redbook; Student calls parent; 1 day Out-of school suspension; 7:30 re-entry meeting with student, parent and teacher; Reflection in tutorials	Redbook; Student calls parent; Immediate 3 day out-of-school suspension; Individual behavior plan is developed with student, teacher, parent and school official at 7:30 re-entry meeting; Reflection in tutorials	Redbook; Student calls parent; Immediate 3 day out-of-school suspension; At re-entry meeting with student, parent, teacher and school official the present individual behavior plan gets modified to include stronger consequences should another time occur
Level Three Aggressive acts that result or could have resulted in significant physical harm; Extreme disrespect of staff or adult in charge; Serious threats of violence and intimidation; Severe harassment; Sexual harassment; Theft; Retaliation for being reported; Pornography; Fighting; Vandalism; Assault; Level 3 bullying	Redbook; Student calls parent; Immediate out-of-school suspension (# of days to be determined by school official); 7:30 re-entry meeting with student, parent, teacher and school official; Reflection in tutorials	Redbook; Student calls parent; Immediate 5 day out-of-school suspension; Re-entry meeting with student, parent and school official to develop individual behavior plan	Redbook; Student calls parent; Immediate out of school suspension until student is sent before board for expulsion hearing; If not expelled, 7:30 re-entry meeting with student, parent, teacher and school official; Further consequences to be determined by board; Reflection in tutorials	If not previously expelled; Student calls parent; Immediate out-of-school suspension; Recommendation to the board is made for immediate expulsion

The student will attend tutorials following their 7:30 A.M. meeting

The behavior rubric will be implemented according to IDEA regulations.

If the offense is severe enough, as determined by the administration, the child may be immediately sent before the board for expulsion hearing and authorities called.

In certain circumstances or situations, the Head of School or Assistant Head of School, at their discretion, may impose consequences that deviate from the Behavior Rubric.

Defining Aggressive Behaviors

Teasing: Name calling, insulting or other behaviors that would hurt others' feelings or make them feel badly about themselves.

Exclusion: Starting rumors, telling others not to be friends with someone, or other actions that would cause someone to be without friends.

Interfering with Another's Belongings: Hiding, damaging, invading privacy, petty theft (of an object valued at less than \$25).

Bullying: Repeated acts over time that involve a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. It can be both verbal and nonverbal and take the form of physical bullying (harm to someone's body or property), emotional bullying (harm to someone's self-esteem or feeling of safety), or social bullying (harm to someone's group acceptance). For further information, refer to the **Bullying Behavior Chart**.

Harassment: To disturb persistently, to trouble by repeated attacks.

Intimidation: To force into or deter someone from some action by inducing fear.

Sexual harassment: Sexual harassment is unwelcome conduct of a sexual nature that denies or limits a student's ability to participate in or to receive benefits, services, or opportunities in the school's program. It can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.

Theft: Taking or attempting to take money or property valued at \$25 or more belonging to another person or the school with the intent to permanently deprive the victim of his or her possessions.

Vandalism: Willful destruction or defacement of personal or school property.

Assault: 1. Intentionally, knowingly or recklessly causing a physical injury to another person; or 2. Intentionally placing another person in reasonable apprehension of imminent physical injury; 3. Knowingly touching another person with the intent to injure, insult or provoke such person.

Pornography: Pornography is the sexually explicit depiction of persons, in words or images, created with the primary, proximate aim, and reasonable hope, of eliciting significant sexual arousal on the part of the consumer of such materials.

Fighting: Mutual participation in an incident involving physical violence, where there is no major injury.

The Continuum of Bullying Behaviors as referred to in the Aggressive Behavior Rubrics
Bullying Behaviors Chart

Physical Bullying Harm to someone's body or property		Emotional Bullying Harm to someone's self-esteem or feeling of safety		Social Bullying Harm to someone's group acceptance	
Verbal	Non- Verbal	Verbal	Non- Verbal	Verbal	Non- Verbal
LEVEL ONE					
<ul style="list-style-type: none"> • Expressing physical superiority • Blaming the victim for starting the conflict 	<ul style="list-style-type: none"> • Making threatening gestures • Defacing property • Pushing/ spitting/ shoving • Taking small items from others 	<ul style="list-style-type: none"> • Insulting remarks • Calling names • Teasing about possessions, clothes, physical appearance • Threatening to reveal personal information 	<ul style="list-style-type: none"> • Giving dirty looks • Holding nose or other insulting gestures 	<ul style="list-style-type: none"> • Gossiping • Starting or spreading rumors • Teasing publicly about clothes, looks, relationships with boys/girls, etc. • Setting up to look foolish 	<ul style="list-style-type: none"> • Ignoring someone and excluding them from a group
LEVEL TWO (some of these behaviors are against the law)					
<ul style="list-style-type: none"> • Threatening physical harm to threaten and intimidate 	<ul style="list-style-type: none"> • Damaging property • Stealing • Starting fights • Scratching or biting • Kicking, tripping or causing a fall • Assaulting 	<ul style="list-style-type: none"> • Insulting family • Harassing with phone calls • Insulting your size, intelligence, athletic ability, race, color, religion, ethnicity, gender, disability, or sexual orientation 	<ul style="list-style-type: none"> • Defacing school work or other personal property, such as clothing, locker, or books • Saying someone is related to a person considered an enemy of this country (e.g., Osama bin Laden) 	<ul style="list-style-type: none"> • Ostracizing using notes, Instant Messaging, email, etc. • Posting slander in public places (such as writing derogatory comments about someone in the school bathroom) 	<ul style="list-style-type: none"> • Playing mean tricks to embarrass someone
LEVEL THREE (most of these behaviors are against the law)					
<ul style="list-style-type: none"> • Making repeated and/or graphic threats (harassing) • Practicing extortion (such as taking lunch money) • Threatening to keep someone silent: "If you tell, it will be a lot worse!" 	<ul style="list-style-type: none"> • Destroying property • Setting fires • Physical cruelty • Repeatedly acting in a violent, threatening manner • Assaulting with a weapon 	<ul style="list-style-type: none"> • Harassing a student because of bias against their race, color, religion, ethnicity, gender, disability, or sexual orientation • Malicious rumor mongering 	<ul style="list-style-type: none"> • Destroying personal property, such as clothing, books, jewelry • Writing graffiti with bias against your race, color, religion, ethnicity, gender, disability, or sexual orientation 	<ul style="list-style-type: none"> • Enforcing total group exclusion against someone by threatening others if they don't comply 	<ul style="list-style-type: none"> • Arranging public humiliation

Policies Relating to Tobacco, Alcohol, Drug and Weapons Violations

Offenses that violate state laws may result in police involvement in addition to school disciplinary action.

Tobacco - The possession, use, distribution or sale of tobacco products on school grounds, at school-sponsored events, and on school-sponsored transportation will result in:

First time – student calls parent, 3 day out-of-school suspension, re-entry meeting required

Second time – student calls parent, 5 day out-of-school suspension, re-entry meeting required

Third time – student calls parent, out-of-school suspension until student is sent before Board for expulsion hearing

Fourth time – if not previously expelled, immediate recommendation to the Board for expulsion

Alcohol - The possession, use, distribution or sale of alcohol on school grounds, at school-sponsored events, and on school-sponsored transportation will result in:

First time – student calls parent, 5 day out-of-school suspension, re-entry meeting required

Second time – student calls parent, out-of-school suspension until student is sent before Board for expulsion hearing

Third time –if not previously expelled, immediate recommendation to the Board for expulsion

Drug Violations:

The unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation or importation of any controlled drug or narcotic substance or equipment and devices used for preparing or taking drugs or narcotics. This includes being under the influence of drugs at school, school-sponsored events and on school-sponsored transportation. This also includes prescription and over-the-counter medications if abused by the student. These violations will result in:

Consequence – student calls parent, out-of-school suspension until student is sent before the Board for expulsion hearing

A student having drug paraphernalia in their possession at school, school-sponsored events and on school-sponsored transportation will result in:

First time – student calls parent, 5 day out-of-school suspension, re-entry meeting required

Second time – student calls parent, out-of-school suspension until student is sent before Board for expulsion hearing

“Drug” means any narcotic drug, dangerous drug, marijuana or peyote.

“Drug paraphernalia” means all equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a drug considered in violation of A.R.S. 13-3415 F.1.

Weapons and dangerous instruments –

Any weapon, device, instrument, material, or substance, animate or inanimate that is used for, or is readily capable of causing death or serious bodily injury will result in:

Consequence - the student calls parent, out-of-school suspension until student is sent before the Board for an expulsion hearing.

Villa’s discipline policy has been developed pursuant to the AZSafe program, as well as State and Federal laws. Villa will refer to AZSafe, State and Federal laws when implementing its policies. Villa will also report violations to local law enforcement and/or the Arizona Department of Education as required by AZSafe and State and Federal laws. For more information on AZSafe, please visit <http://www.ade.state.az.us/sa/health/AZSafeImplementManual.asp> for the definitions of weapons and dangerous instruments.

Notes:

In certain circumstances or situations, the Head of School or Assistant Head of School, at their discretion, may impose consequences that deviate from the above.

If the offense is severe enough as determined by the administration, the child may be immediately sent before the board for an expulsion hearing and the authorities will be called.

The school reserves the right to require drug testing if deemed necessary.

Bus Rules and Behavior Rubric

Villa Montessori School can provide inter-campus transportation for any student currently enrolled in the Elementary and Middle School programs. While students are riding the school bus, they are under the authority of the bus driver. Students who misbehave on the bus will be reported to the Head of School or designee and possible suspension or expulsion from riding the bus may occur. Reminder: Riding the bus is a privilege. Good Behavior is the only way to continue riding. Complete transportation rules are contained in the Transportation Information Packet.

If any of the following safety rules are not followed the **behavior rubric** is to be enforced:

First time- verbal warning

Second time- written warning, parent called

Third time- one week suspension from riding the bus, parent called

Fourth time- Suspension for the remainder of the school year from riding the bus

Note: Depending on the severity of the behavior, certain behaviors may result in an immediate loss of bus privileges.

1. Avoid any behavior that creates an unsafe situation
2. Respect the driver and follow his/her instructions
3. Remain seated, keep head and arms inside the bus and hands to yourself
4. Keep door and aisle clear of obstacles. No pets, glass, or large items will be allowed on the bus
5. Throwing an item at anytime on or out of the bus is not allowed.
6. Respect school property (vandalism and other damage to school property is not allowed)
7. Do not eat, drink, or chew gum on the bus
8. Keep conversations at a normal, appropriate level
9. Refrain from using profane or obscene language or gestures
10. Comply with all regulations in the Discipline Code of Conduct
11. Electronic devices of any kind are not allowed on the bus

While students are riding the bus they are under the authority of the driver of that vehicle. Students who misbehave on the bus will be reported to the Transportation Director and the behavior rubric will be followed. If the student is suspended or no longer allowed to ride the bus, transportation becomes the responsibility of the parent or guardian.

EXTRACURRICULAR ACTIVITY FEES (ECA)

\$485-Elementary I, Elementary II & Middle School (2010-2011)

This fee supports our Extracurricular Programs and Activities:

- *Outdoor Environment Program*
- *Music Program*
- *Individualized Guided Education Program*
- *Field Trips including overnights*
- *Middle School Land Labs*
- *Odyssey of the Mind / Spanish*
- *Art Program/Activities*
- *Physical Education*
- *Special Expert Presentations*

\$250-Kindergarten (2010-2011)

(Only applies to Extended and All Day Contract Students)

This fee supports our Extracurricular Programs and Activities:

- *Outdoor Environment Program*
- *Individualized Guided Education Program*
- *Special Expert Presentations*
- *Music Program*
- *Art Program*
- *Special class activities*

These extracurricular fees are charges authorized by law for certain privileges or services (ARS431089.01). This statute defines "extracurricular activity" as "any optional, noncredit, educational or recreational activity which supplements the educational program of the school, whether offered before, during or after regular school hours."

The Extracurricular Activity Fee is due in full by the first day of school. Payment plans and scholarships are available. Please contact the Business Office at 602-381-9967 for more details.

The Extracurricular Activity Fee is optional. If a family chooses not to pay this fee, their child will not be able to participate in the above named programs.

The Extracurricular Activity Fee may be applied towards your tax credit donation. Contact the Business Office for more information.

- Scholarships are available to those who qualify. Applications are available in the main office and should be submitted by May 1st for the fall, to increase chances of receiving a portion of the limited scholarship funds.

Dear Students and Parents:

To view the Parent/Student Handbook, please visit on-line at <http://www.villamontessori.com/Admissions/Handbooks/Handbook.pdf>. You will need Acrobat Reader to open this file. You can go to Adobe.com to download this software for free. We recommend that you print and keep a copy for your records.

If you are unable to view the handbook on-line, or would prefer to pick up a hard copy, one is available in the Main Office.

It is very important to carefully read and understand the Parent/Student Handbook, particularly the Student Behavior and Discipline section. Revisions are made annually. You will be notified of any changes to this handbook.

Please sign the Parent/Student Agreement below and return this form to the Main Office. This form will become part of your child's permanent school records.

Parent/Student Agreement (Please Print)	
Student's Name _____	
I have received and reviewed a copy of the 2011-2012 Parent/Student Handbook and agree to abide by the terms and conditions stated within.	
Parent Signature _____	Date _____
Student Signature _____	Date _____