



VILLA
MONTESSORI
SCHOOL

2008-2009

PARENT / STUDENT HANDBOOK

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The school reserves the right to amend this 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

Margo O'Neill
Mary Orlando
Terry Rochford
Phil Whitaker
Donna Witherwax

ADMINISTRATION

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

Margo O'Neill
Mary Orlando
Dick Mayo
Denise LeComte
Heather Carara
Sarah Harper
Rachel Croly-Pincock
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 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.

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.

ENROLLMENT

Enrollment Process

Villa Montessori School accepts children in the following order:

1. Current Students
2. Siblings of students currently enrolled
3. New Enrollees

New Charter openings are filled by lottery with applications submitted during the Open Enrollment period. Children who are not selected during this time will be placed on a waiting list. Private school applications will be accepted on a first come, first served basis.

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 seriously affected and there is an opening available in another classroom.

Age Requirements

- Children entering the **Infant program** must be **3 months old**.
- Children entering the **Toddler program** must be **eighteen months old**, but **do not have to be toilet trained**.
- Children entering the **Pre-Primary program** must be **three years old by September 1** if new to the school, and **MUST be toilet trained**. Children transferring from the Toddler program must be three 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. A \$100 withdrawal fee will 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.

Program	Hours	Monthly Charge	Program	Hours	Monthly Charge
Infants –3 to 18 months			Kindergarten		
All Day	7:30 a.m.– 4:30 p.m.	\$1,250.00	Half Day	8:30 a.m.– 11:30 a.m.	No Charge
Toddlers-18 months -3yr			Academic Day	8:30 a.m.– 2:30 p.m.	No Charge
Academic Day	8:30 a.m.– 2:30 p.m.	\$900.00	All Day	7:00 a.m.– 6:00 p.m.	\$350.00
All Day	7:00 a.m.– 6:00 p.m.	\$950.00	Elementary-Grades 1-6		
Pre-Primary-3 & 4 yr			Academic Day	8:30 a.m.– 3:00 p.m.	No Charge
Half Day	8:30 a.m.– 11:30 a.m.	\$650.00	All Day	7:00 a.m.– 6:00 p.m.	\$350.00
Academic Day	8:30 a.m.– 2:30 p.m.	\$700.00	Middle School– Grades 7 & 8		
All Day	7:00 a.m.– 6:00 p.m.	\$750.00	Academic Day	8:30 a.m.– 3:30 p.m.	No Charge

TUITION

OTHER FEES

Fee Type	Description	Charge
Elementary and Middle School ECA (Optional)	See page 21	\$485.00 yearly
Kindergarten ECA (Optional)	See page 21	\$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 withdrawal fee	Charter students exempt	\$100.00
Early drop off/Late pick up fees	Applies to children dropped off/picked up 15 minutes or more before/after their scheduled drop off/pick-up time.	\$5.00 per half hour (See page 8)
Late pick-up after 6:00 p.m.	Applies to children picked up after 6:00 p.m. This fee is paid directly to the person who is watching your child and is due at the time of pick-up.	\$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, may 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 & Financial Aid

1. Villa Montessori has a limited amount of scholarship money available to help those families in need for tuition and ECA payments.
2. Applications are available in the main office.
3. 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.

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. A call to the school office to inform the school of the child's illness / absence should be made as soon as possible. A message may be left.
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 absences 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 your child's teacher for exact details. 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.

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 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 they may be 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 July. Any drop off or pick up outside the approved times will result in additional charges to your bill.

Below are suggestions for drop off and pick up procedures for qualified families:

If you have a Pre-Primary child and a child at Cheryl, please drop off your Cheryl child first and then your Pre-Primary student. When picking up your children, please pick up your Pre-Primary child and then proceed to pick up your Elementary child.

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 August 1. 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 by August 10. If you have any questions, please contact the Office at 602-955-2210.

Late Pick-Up

The following fee schedule applies to children who are picked up after the normal Academic Day release time and who do not have a family allowance.

Elementary

Between 3:00-3:15	No charge
Between 3:15-3:30	\$5.00
Between 3:30-4:00	\$10.00
Between 4:00-4:30	\$15.00
After 4:30	\$18.00
After 6:00	\$1.00 per minute

Pre-Primary

Between 2:30-2:45	No charge
Between 2:45-3:00	\$5.00
Between 3:00-3:30	\$10.00
Between 3:30-4:00	\$15.00
After 4:00	\$18.00
After 6:00	\$1.00 per minute

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 members 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 administer medications;
2. A designated staff member is responsible for the administration of all medications including storing, supervising ingestion and recording;
3. The administration of medication is not permitted unless the facility receives written authorization from the child's parent or health care provider that states:
 - a. First and last name of enrolled child,
 - b. Name of medication,
 - c. Prescription number, if any,
 - d. Instruction of administration specifying dosage and route of administration, starting and ending dates of the dosage period, and times and frequency of administration,
 - e. Reason for the medication, and
 - f. Date of authorization; and
4. prescription medication will only be administered from a container dispensed by a pharmacy and non-prescription medication will only be administered from a prepackaged container labeled for use by the manufacturer and labeled with the enrolled child's name and no medication will be administered that has been transferred from one container to another.
5. 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... No medication will be administered without a signed medication form.** This form can only be found in the office at each campus.
6. No medication is 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. All needed immunization records must be on file prior to the child attending school.

If your child does not have current immunizations on file, he/she will not be allowed to attend classes until the situation has been remedied. Please bring any updated immunization records to the school office.

Emergency Card

A child will not be admitted unless the 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. Also make sure that your child's teacher is aware of all allergies.

Sick Children

1. Sick children should be picked up promptly.
2. Please notify the school immediately if your child is diagnosed with a contagious disease.
3. Any child that has a nasal discharge will be sent home and may not return until there is no sign of infection.
4. **By state law children who are sent home from school with a fever cannot return to school until they have been fever free for 24 hours.**

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 the 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. If parent/student is uncomfortable, for any reason, due to the nature of the concern, discussing concerns or grievances with the teacher/staff member directly, the parent/student should 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.

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. 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.

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 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 listed on page 14. 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. 23), only children whose parents have paid (or who have a current payment plan in place) may attend.
6. Parent chaperones must adhere to the school's current fingerprint/background check procedures.

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 have 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 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 name. All nap bags must 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 in the school office.

Villa also identifies and evaluates students who are considered gifted according to Arizona Revised Statute 15-761.71. Complete information on Villa's gifted education can be obtained from the school office.

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 Volunteer Application prior to participating as a volunteer or chaperone in a school activity or event. Background checks will then be conducted by the school to verify that no criminal acts have been committed.

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 crisis plan is available in the Main office.

VISITOR REGULATIONS

All visitors must check in at the office and obtain a visitor's badge. Anyone that comes on campus to visit an enrolled child must have parental permission on file with the school.

1/17/2008

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 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 of directory information to any 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.

RESUME AVAILABILITY

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

SPORTS/ENRICHMENT

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

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 Business Office for information.

TOBACCO POLICY

1. Villa Montessori is a NO SMOKING facility.
2. 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.
3. 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., is prohibited. Caps and hats shall not be worn inside any facility
- ❑ 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)

General Conduct (at school, on the bus, and in general 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. Students have the responsibility to practice good citizenship by demonstrating through their actions the characteristics of a responsible and respectful member 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 on campus grounds 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.

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. 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. Please see sample of rubrics for more information. That day or the next they will spend a recess period in a "Reflection Room" filling out a form that helps them reflect on what they did and come up with better ways to solve the problem or meet their needs in the future. We ask that you support the school's stance when dealing with your child. This does not mean that you need to give them another consequence at home necessarily, but to handle it with an attitude of respectful support for our program.

Elementary I & II Classroom/Playground Behavior Rubric

DEFINITION OF CONSEQUENCES

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 become part of a student's educational record.

Incident Report: Report documenting details of the incident and follow up action.

Red Book: A disciplinary reflection/reporting form

Behavior	First time	Second time	Third time	Fourth time
Level One Chewing gum, off task behavior, level one swearing	Verbal Warning	Written warning (Pink Slip) 1 inside lunch/recess Student calls parent	3 inside lunch/recess Student calls parent	5 inside lunch/recess Behavior plan is developed with student, teacher, parent and school official
Level Two i.e. Rudeness or disrespect of staff or to adult in charge, disruptive of class, repetitive non-compliance with a procedure, repetitive off task behavior, not completing required assignments, leaving class without permission, level 2 swearing	Written warning (Pink Slip) 1 inside lunch/recess Student calls parent	3 inside lunch/recess Student calls parent	5 inside lunch/recess Student calls parent <i>Incident report</i>	In school suspension until behavior plan is developed with student, teacher, parent and school official Student calls parent
Level Three i.e. Putting self or others at risk, repetitive disruption of class, blatant disrespect of staff or adult in charge, level 3 swearing	Student calls parent One day in school suspension	1 day out-of -school suspension Behavior plan is developed with student, teacher, parent and school officials.	3 day out-of -school suspension	Student sent before board for expulsion

Elementary I & II Aggressive Behavior Rubric

Behavior	First time	Second time	Third time	Fourth time
Level One Teasing, insulting or exclusion	Written warning Student calls parent	1 inside lunch/ recess Student calls parent	3 inside lunch/ recess Student calls parent <i>Incident report</i>	5 inside lunch/ recess Student calls parent Ind. Behavior Plan developed <i>Incident report</i>
Level Two Hitting, Grabbing, Inappropriate physical contact, kicking, pinching, slapping, interfering with another's belongings, obscene gestures or threatening looks, throwing an object with the intent to hurt	1 inside lunch/ recess Student calls parent	3 inside lunch/ recess Student calls parent <i>Incident report</i>	5 inside lunch/ recess periods Student calls parent <i>Incident report</i>	Immediate <i>in-school suspension</i> until individual behavior plan is developed with student, teacher, parent and school officials. Student calls parent
Level Three Severe hitting, threats of violence, or severe harassment*	3 inside lunch/ recess periods Student calls parent <i>In-school suspension</i>	5 inside lunch/ recess periods Student calls parent <i>1 day out-of-school suspension</i>	3 day <i>Out-of-school suspension</i> Individual behavior plan is developed with student, teacher, parent and school official Student calls parent	Student will go before the board to for possible expulsion. Student calls parent

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.

Behavior rubrics will be implemented according to IDEA regulations.

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

Middle School Classroom/Playground Behavior Rubric

Behavior	First time	Second time	Third time	Fourth time
Level One i.e. chewing gum, off task behavior, level one swearing, non-compliance with procedures, disrespect of envi- ronment	Verbal Warning	Redbook and Re- reflection form	Redbook and Re- reflection form Student calls parent	Redbook and Re- reflection form Student calls parent Behavior plan is developed with student, teacher, parent and school official
Level Two i.e. rudeness or dis- respect of staff or to adult in charge, disruptive of class, leaving class with- out permission, not being in designated class or activity, level 2 swearing	Redbook and Re- reflection form	Redbook and Re- reflection form Student calls parent	Redbook and Re- reflection form Student calls parent Behavior plan is developed with student, teacher, parent and school official	Student calls parent Immediate in- school suspension until behavior plan is developed with student, teacher, parent and school official
Level Three i.e. extreme disre- spect of staff or adult in charge, unsafe behavior which is behavior that puts self or others at risk	Sent to office Student calls parent One (1) day in- school suspension Parents, student and teacher have re- entry meeting be- fore student comes back to school	Sent to office Student calls parent One (1) day out-of- school suspension Behavior plan is developed with student, teacher, parent and school official at re-entry meeting	Sent to office Student calls parent Three (3) day out- of-school suspen- sion New behavior plan is developed with student, teacher, parent and school official at re-entry meeting	Sent to office Student calls parent Out-of-school sus- pension until stu- dent is sent before board for expulsion hearing

NOTE

Behavior rubrics will be implemented according to IDEA regulations.

Middle School Aggressive Behavior Rubric

Behavior	First time	Second time	Third time	Fourth time
Level One Teasing, insulting or exclusion	Redbook and Reflection form	Redbook and Reflection form One quiet lunch/recess Student calls parent	Redbook and Reflection form Three (3) quiet lunch/recess Student calls parent	Redbook and Reflection form Develop individual behavior plan with student, teacher, parent and school official including one (1) week classes only
Level Two Hitting, Grabbing, Inappropriate physical contact, kicking, pinching, slapping, interfering with another's belongings, obscene gestures or threatening looks, throwing an object with the intent to hurt	Redbook and Reflection form Student calls parent One (1) quiet lunch/recess	Redbook and Reflection form Three (3) quiet lunch/recess Student calls parent	Student calls parent Immediate in-school suspension until individual behavior plan is developed with student, teacher, parent and school official	Consequences for fourth time will be determined in the behavior plan meeting following the third time of level two peer to peer aggression
Level Three Severe hitting, threats of violence, or severe harassment*	Student calls parent One (1) day out-of-school suspension followed by three (3) days classes only Behavior plan determined at re-entry meeting	Student calls parent Three (3) days out-of-school suspension followed by five (5) days classes only Behavior plan determined at re-entry meeting	Sent to office Student calls parent Out-of-school suspension until student is sent before board for expulsion hearing Behavior plan determined at re-entry meeting	Consequences for fourth time will be determined in behavior plan meeting following the third time of level three peer to peer aggression

NOTE

Behavior rubrics 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.

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

1/17/2008

Behavior Plans

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

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.

Policies Relating to Serious Violations

Offenses that violate state laws, such as weapons, bomb violations, alcohol offenses, arson, drug offenses, vandalism, theft, threat to do harm, etc., 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 Discipline Guidelines. The school reserves the right to require drug testing if deemed necessary.

Biting Policy

In order to provide a safe and healthy environment for your child, the school has a biting policy in force. An occasional biting incident, especially in the toddler program, is a part of normal toddler development. However, if the child becomes a chronic biter, and if it is determined that the child would be better served in a smaller group setting, you may be asked to remove your child from school until the problem is under control.

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.

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 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.

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.

Bus Rules

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.

INSTRUCTIONS FOR STUDENTS RIDING THE SCHOOL BUS

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. Do not throw anything, at anytime, on or out of the bus
6. Be quiet when the dome lights are on
7. Do not eat, drink, or chew gum on the bus
8. Keep conversations quiet
9. Refrain from using profane or obscene language or gestures
10. Maintain complete silence at all railroad crossings
11. Comply with all regulations in the Student Code of Conduct
12. Payments for riding the bus must be kept current in order for transportation to continue to be provided

Additional information will be sent to every student who signs up to take the bus.

EXTRACURRICULAR ACTIVITY FEES (ECA) 2008-2009

\$485-Elementary I, Elementary II & Middle School

This fee supports our Extracurricular Programs and Activities:

- *Outdoor Environment Program*
- *Music Program*
- *Individualized Guided Education Program*
- *Field Trips*
- *Odyssey of the Mind / Spanish*
- *Art Program*
- *Physical Education*
- *Special Expert Presentations*

\$250-Kindergarten

This fee supports our Extracurricular Programs and Activities:

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

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 at the time of contract submission, with an option of \$140 payable at the contract/application submission and three payments of \$115 (*Elementary I & II, Middle School*) due March 1, April 1 and May 1, or \$90 (*Kindergarten*) payable at contract/application submission and three payments of \$50 due March 1, April 1 and May 1.

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/Financial Aid are available to those who qualify. Applications are available in the main office, and must be submitted by April 25, 2008.

Dear Students and Parents:

To view the 2008-2009 Parent/Student Handbook, please visit on-line at http://www.villamontessori.com/Admissions/Handbooks/2008_2009_Handbook.pdf
You will need Acrobat Reader to open this file. You can go to Adobe.com to download this software for free.

If you are unable to view the handbook on-line, you may request a copy from the Main Office.

It is very important to carefully read and understand the Parent/Student Handbook, particularly the Student Behavior and Discipline Policy. Revisions are made annually.

Please sign the Parent/Student Agreement below and return this form with your contract/application packet. 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 2007-2008 Parent/Student Handbook and agree to abide by the terms and conditions stated within.	
Parent Signature _____	Date _____
Student Signature _____	Date _____