



KEYSTONE
MONTESSORI

Parent/Student Handbook

***“The education of a very small child does not aim
at preparing him for school but for life.”***

Maria Montessori



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Keystone Montessori 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.

GENERAL INFORMATION

Hours of operation are: 7:30 a.m. to 5:30 p.m. Monday through Friday.

Telephone: (480) 460-7312 Fax: (480) 283-8402

Website: www.keystonemontessori.com

Federal Tax ID # 86-0941637

State Childcare License CDC 8866

Licensed for full and part-day care of one, two, three, four and five year olds as well as school age children.

Keystone Montessori does not transport children to and from school.

Keystone Montessori carries the liability insurance of at least \$300,000 in accordance to Statute R9-5-308A.

Keystone Montessori is a drug free, smoke free and weapon free facility.

Resume information for instructional personnel is available in the Front Office.

ADMINISTRATION

Head of School	Cindy Maschoff
Admissions & Asst. Head of School	Laura Hertzler
Event & Development Coordinator	Amy Jones
Office Manager	Sue Smith
Administrative Assistant	Leslie Maschoff
Business Manager	Kristin Morgan

BRIEF HISTORY

Keystone Montessori was founded in 1995 with thirteen preschool students. In 1997 the program was expanded to include elementary students. We moved our site to its present location in 2000. The name Keystone Montessori was adopted to symbolize the importance of a strong foundation for a lifetime of learning. Just as a keystone in an archway supports the entire structure, the educational base developed at Keystone supports the child throughout his life.

Keystone Montessori's Toddler, Children's House, Elementary Extended Care, and Summer Camp programs are private with fees charged.

Keystone Montessori's grades 1-9 comprise the Charter School. A Charter School is fundamentally a form of public school. It is a component of the national public school reform. Keystone Montessori received its Charter in 1999 through the State Board for Charter Schools and reports directly to this board.

VISION STATEMENT

Our vision is of a world that finally lives in peace, a global community based on interdependence, respect for all life and all people, reached through the only path that can truly lead there; our children.

MISSION STATEMENT

Keystone Montessori School's mission:

To inspire in children a passion for a lifelong love of learning in an environment which nurtures independence, creativity, confidence and tolerance while developing a sense of responsibility for self and community based on the principles and philosophy of Dr. Maria Montessori.

MONTESSORI PROGRAM

The objective of the program is to help the child achieve his fullest potential and mental ability by carefully preparing a learning environment to meet the child's needs. The child uses materials designed to assist growth in practical life, sensorial, mathematics, language arts, music, art, science, geography, etc.

The program is based on the philosophy of Dr. Maria Montessori, a noted Italian educator and physician (1870-1952), who revolutionized early childhood education by advocating that children be allowed the freedom to explore and develop their own creative potential through a wealth of self-teaching educational materials. Maria

Montessori developed much of the educational equipment found today in the Montessori classroom nearly 100 years ago. They include hands-on mathematical materials and activities to develop the child's sensory perceptions and refine his sense of awareness. Many exercises are designed to allow young children to practice skills they will need for daily living and self-help. Materials illustrating principles of geography, zoology, botany, and archeology nurture the child's avid interest. All of these areas are explored with concrete objects, tactile experiments, collection, classification, and identification. The children readily take up this reality-based purposeful "work" designed to develop mental and manual dexterity. Children also develop the tools for a lifetime of creative learning.

ENROLLMENT

Age Requirements

- Children entering the **Toddler program** must be **18 months old and walking steadily by the time of enrollment.**
- Children entering the **Children's House program** should be **three years old by the time of enrollment and MUST be toilet trained.**
- Children entering the **Charter 1st grade program** must be **six years old by September 1st.** Exceptions for those with birthdays between **September 2nd and December 31st** are based on evaluation and approval by school administration.

Keystone Montessori does not discriminate between applicants on the basis of race, creed, national origin, or disabilities.

All Toddler and Children House students will be accepted on a conditional basis. Parents or guardians may be asked to withdraw the student if Keystone Montessori determines, in its sole discretion, that the program is not meeting the student's needs or that the student's presence is having an adverse effect on the program.

New Charter openings are filled from the waitlist with applications submitted during the Open Enrollment period. Children who are not selected during this time will remain on the waitlist.

Classroom Placement

Keystone Montessori strongly believes in the strength and integrity of **all** Keystone classrooms. **It is the policy of Keystone Montessori not to accept parent requests for specific classroom placements.** Classroom placement is determined in the best interest of the child by an administrative team.

PAYMENT PROCEDURES

Parents or Guardians are required to enroll in the tuition management system as a condition of enrollment in the Toddler, Children's House or Extracurricular Activity programs.

Return of Fees and Deposits

Parents or Guardians of Toddler and Children's House students agree and understand that the Registration Fee and the Tuition Deposit are non-refundable and will not be returned for any reason. Parents or Guardians further understand and agree the Tuition Deposit will be applied to the May tuition payment (School Year Program students) or June (All Year Program students) during the student(s)'s last year of enrollment in the Toddler or Children's House Program at Keystone Montessori School, but if the student withdraws or is disenrolled by Keystone prior to the end of any school year, the Tuition Deposit will not be returned or applied to monthly tuition.

Tuition Payments

Parents or Guardians agree and understand all tuition payments will be processed through the Tuition Management Company. Early withdrawal of the student(s) from Keystone Montessori's Programs will be effective 30 days following Keystone Montessori School administration's receipt of written notice of Student(s)'s intent to withdrawal or the date of withdrawal, whichever occurs later. Payment of the last month's Monthly Tuition Payment will be prorated to the next half month as of the effective date of withdrawal.

If the annual tuition amount was paid in full and the Student withdraws or is disenrolled by KMS from KMS' Programs prior to the end of the 2016-17 school year, the pro-rated tuition payment will be refunded, less the 5% discount.

Termination

Keystone Montessori School reserves the right to terminate the Enrollment Contract and disenroll Student(s) from Keystone Montessori's Toddler, Children's House or Elementary Extended Care programs with or without notice for any reason. Parents or Guardians agree and understand that termination of the Enrollment Contract and disenrollment of the student from Keystone Montessori School programs does not change the refund provisions.

General Terms and Conditions

Late Pick-Up Fee: A five-minute grace period is given to accommodate any unforeseen circumstances. Beginning five minutes after the scheduled pick up time in any of the private programs, a \$3.00 per minute per child fee will be billed by the Tuition Management Company. **Excessive "late pick ups" may jeopardize your child's enrollment.**

Illnesses and Vacations: Keystone Montessori School does not give refunds for days student(s) is/are absent due to illnesses, vacations or other personal reasons.

Charter Program Extra Curricular Activity Fee

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 Extracurricular Activity programs. Children not participating will continue to work in the Montessori Program. All Extracurricular Fees are non-refundable and non-transferable. Financial Assistance Applications for the Extracurricular Activity Fee are available upon request.

ATTENDANCE

Parents are requested to ensure that their children arrive on time in order to reap the full benefits of the Montessori environment. If children arrive late, they are missing out on valuable class time. If the child arrives after class time has begun please check with the front desk for assistance.

Regular attendance and punctual arrival at school are two habits that dramatically impact student achievement. Absences and tardiness are disturbing to students, disrupt their schedules, require readjustment to the class routine, and diminish learning. Parents are urged to make every effort to schedule doctor, dentist, and other appointments for students at times outside the school day.

Absences

In case of an absence these procedures should be followed:

1. Please call to the school office to inform the school of the child's absence as soon as possible at (480) 460-7312. Leave a message if necessary. You may also submit an Absence Form via SchoolCues.

2. Please complete an Absence Form via SchoolCues or a Gold Note informing Keystone of any planned absences and/or vacation. The Gold Notes may be obtained at the front office.
3. 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.
4. Ten consecutive days of unexcused absences will be cause for automatic withdrawal.
5. Some program levels require students to be accountable for missed work.
6. **Frequent patterns of absences may result in a meeting with the teacher and/or Head of School. Penalties for excessive absenteeism (10 or more days per school year) may include non-promotion to the next grade.**
7. When a child needs to leave school early, please send a Gold Note (this can also be found on SchoolCues) to the teacher and sign the child out in the office.

Charter Students:

The Department of Education defines **an excused absence** as being an absence due to illness, doctor appointment, bereavement, family emergencies and out-of-school suspensions. The Department of Education delegates the decision of family vacations as an excused absence to individual school districts and charter holders.

At Keystone, in order for a family vacation to be considered an excused absence prior authorization from administration must be obtained.

All absences in excess of a cumulative 10% (18 days) of the instructional days for the school year shall be reported as unexcused. Statute does not prohibit the reenrollment of a student withdrawn after 10 consecutive absences. However, once a student crosses the 10% threshold, all absences shall be reported as unexcused regardless of multiple enrollments within the same LEA.

Tardiness

The school day starts at 8:15 am for Elementary and Adolescent Students and 8:30 am for Toddler and Children’s House Students. A student is considered late if he is not in class at the start of the school day. Due to the nature of the Montessori method, tardies are very disruptive to a student’s performance and are handled very seriously by administration.

Charter Students:

For charter students, all tardies must be recorded. Students will be recorded tardy if arriving in the school lobby between 8:16 – 8:45 am. After 8:45 am, it will be recorded as a half-day absence. After five recorded tardies, a student will be referred to the front office. After an additional five recorded tardies, a meeting will be called with the student’s parents/guardians, administration and the student’s teacher.

Drop-off and Pick-Up

1. For the safety of all our children and parents, please drive slowly and with caution at all times while parking especially during drop-off and pick-up times when the parking lot is the busiest.
2. Please DO NOT park in the reserved parking spaces adjacent to the handicapped space.
3. Please refrain from the use of cell phones while in the Keystone lobby and driving on Keystone property.

Sign in/out

Children in the Toddler, Children’s House, and Elementary Extended Day programs must be signed in and out each day by parents or designated individual (18 years and older) as required by the State of Arizona’s Department of Health Services. 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

Keystone Montessori will only release a student to the parent, guardian or an authorized person **as stated on the student dismissal authorization form**. If someone else is going to pick up a child, the parent must use a Gold 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. Photo identification is required from any adult who is not known to school personnel and who comes to pick up a child.

GIFTS AND GIVING

Keystone Montessori School is funded by preschool tuition, state equalization payments, and donations. Donations account for almost 20% of Keystone's current operating budget. We are dependent on your gifts of time, talent, and treasure to provide an outstanding educational experience for our children. Keystone asks families for their financial support because together we can build a program comparable to the finest Montessori schools in the world.

Keystone relies on the generosity of its community to supplement its charter and tuition income. By contributing to our school's financial health, we strengthen current programs, implement program enhancements, and cover capital costs. Just as we've decided to make our children's education a priority, it is essential that we all understand the need to make regular giving a priority.

Every year, Keystone Montessori families and friends are invited to participate in the Sustaining Fund. As paid, these monies go directly into the operating budget. Participation does not impact enrollment. However, Keystone must conduct a successful Sustaining Fund campaign to operate its current budget.

STUDENT HEALTH

In case of injury or illness during school hours, the student will be brought to the school office. Parents will be notified by phone when a child is sick or injured. It is the parents' responsibility to collect the child within 45 minutes of contact from the school. 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 making any changes in addresses, telephone numbers, or emergency contact information at the front office.**

Medical Emergencies

In the event that a student needs emergency medical attention, 911 will be called. The parent or person responsible will be notified. If it is necessary to transport a child to the hospital, a staff member will accompany the child and remain with that student until one of the parents (or someone designated by the parent) 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. A designated staff member is responsible for the administration of all medications including storing, supervising ingestion, and recording the dosage.
2. The administration of medication is not permitted unless the child's parent completes a medical consent form.
3. 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. No medication will be administered that has been transferred from one container to another.

4. Medication is to be brought directly to the office by an adult. **It is NOT acceptable to send medication, chapstick or vitamins in a child's backpack, lunchbox, or pant's pocket. This is a serious health hazard to the other children on campus.** No medication will be administered without a signed medical consent form. This form can be obtained in the front office and on the Keystone website.

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. 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 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 cannot 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 will not be allowed to attend classes until the situation has been remedied.** It is the parent's responsibility to bring any updated immunization records to the school office.

Emergency Card

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

Allergies

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

Illnesses

1. **If a child becomes ill at school, he will be isolated and the parent or authorized person listed on the Emergency Information Card will be notified for the child to be picked up immediately.**
2. It is particularly important that the school be informed if your child has contacted any communicable diseases. The school follows the communicable disease-reporting requirement under A.P.C. AAC R9-5-515(D).
3. **As required by State regulations - if a child has had any symptoms of illness, such as nasal discharge, nausea, vomiting, diarrhea, or fever (100 degrees or higher) the child may not return to school until symptom free for 24 hours.**

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 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, school personnel shall follow reasonable notification procedures.

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. State law protects individuals required to report suspected abuse from civil and criminal liability.

DEPARTMENT OF HEALTH SERVICES

Keystone's Toddler, Children's House, Elementary Extended Day 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, www.azdhs.gov. The telephone number is (602) 542-1025. All DHS inspection reports are available at the front office upon request.

COMMUNICATION

Please inform the child's teacher of any changes at home or in the child's life that may have an effect at school so that we can better provide for the needs of the student.

It is **VERY** important that both parents read all communications, including the "Friday Update" and class web updates, which contain important information on upcoming events. Attendance at Classroom & Community Meetings should be a priority.

In order to facilitate positive communications the parent should discuss any concerns directly with the classroom teacher. If this first step does not resolve the problem, the parent should contact the Head of School.

PARENT VOLUNTEERING

Parent volunteers are required to retain a valid Arizona Fingerprint Clearance Card at all times. Prior to contributing time to the class, volunteers must attend a Keystone Volunteer Training session and submit the Volunteer Guidelines acknowledgement form.

FIELD TRIPS AND GOING OUT TRIPS

1. Elementary and Adolescent classrooms are expanded by the participation in purposeful and informative field trips and "going out" trips taken throughout the year.

2. Please watch for field trip permission slips via SchoolCues. Students who do not have a signed permission slip will not be permitted to attend the field trip.

3. Volunteer Drivers are needed for field trips and “going out” activities. In order to transport children of any age, volunteers who wish to drive must provide the following documentation to the school:

- Copy of Current Arizona Drivers License
- Current Certificate of Insurance from the volunteer driver’s insurance company indicating bodily injury and liability coverage in the amounts of \$250,000/person and \$500,000 per accident as well as coverage for uninsured and under insured motorists in the amounts of \$250,000/person and \$500,000/accident. It is strongly recommended that Keystone Montessori Charter School, Inc. be listed as an "interested party" on the Certificate of Insurance. This document is to be faxed to Keystone Montessori at (480) 283-8402 by the insurer or the agent.
- Copy of your Driver License Motor Vehicle Record which can be obtained from <https://servicearizona.com/motorVehicleRecord>.
- Documentation **must be updated annually** at the start of each school year and retained in Keystone Montessori’s front office. It is the volunteer’s responsibility to insure that all required documents on file are current before driving.

4. Parent volunteers are required to retain a valid Arizona Fingerprint Clearance Card at all times. Prior to contributing time to the class, volunteers must attend a Keystone Volunteer Training session and submit the Volunteer Guidelines acknowledgement.

5. Siblings are not permitted to accompany volunteers inside the classroom or on field trips and “going out” activities.

LUNCH AND SNACKS

1. In the Toddler and Children’s House programs, parents take turns providing snack for their child’s class. Monthly snack calendars are posted on each classroom’s bulletin board.

2. Parents are to provide lunches. Please pack a balanced, nutritious lunch for your child.

3. Water is always available in the classroom.

4. Please have your child bring a lunch box that includes an icepack.

5. The microwave will be available for limited use to reheat previously cooked items. Please do not send frozen entrees.

6. Candy, gum, and soda are not allowed. If a child comes to school with any of these items in his lunchbox, it will be sent home unopened. For suggestions on healthy lunches, please ask your child’s teacher.

7. Please encourage children to participate in the preparation of their own lunches.

8. Children in the Elementary Extended Day program need to bring enough food to provide for their own after school snack.

9. Due to concerns about allergies, **food may not be shared** among children.

10. Elementary students are responsible for checking at the Front Desk for missing or forgotten lunch boxes.

BIRTHDAYS

1. Please check with your child’s teacher regarding the observance of birthday celebrations.

2. **Party invitations are not to be distributed at school.**

NAPS

According to the Department of Health Services, all children who are three years old or younger are required to bring nap materials to school. These should include a fitted crib sheet and blanket labeled with your child's name in a clear plastic box with a lid. Sheets and blankets will be sent home every Friday to be laundered and should be returned on Monday. Remember to leave all toys and stuffed animals at home.

OBSERVATIONS AND PARENT / TEACHER CONFERENCES

Observations in conjunction with Parent / Teacher conferences are scheduled each Fall in order to facilitate the best understanding of the Montessori environment. Both parents are strongly encouraged to attend. In addition, a written progress report are completed at the mid-year and end-of-year time periods. Please do not hesitate to contact your child's teacher if you have a concern or question at any other time.

VISITOR REGULATIONS

All visitors must check in at the office and obtain a visitor's badge. All parents visiting campus during school hours must check in at the office. All parents have access to the areas on facility premises where the parent's enrolled child is receiving childcare services.

PERSONAL ITEMS

Please have students leave all personal property such as toys, sunglasses, games, etc. at home. The school is not responsible for damage to, loss, or theft of any personal items brought to school. If items are brought to school they will be held in the teacher's possession until the end of the day.

ELECTRONIC DEVICES AND CELL PHONES

Electronic devices, including cell phones, are not to be used by students 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 will be contacted.

Parents, please refrain from using cell phones while on campus and in the parking lot at Keystone Montessori.

COMPUTER USE

Computers at Keystone Montessori are to be used for research and educational purposes only. For the children's protection we have installed an Internet filtering device to control access to appropriate sights. It should be noted however that no filtering system is 100% guaranteed. Children will be educated on the appropriate uses of the computer and will be monitored by teachers while using the computer. Elementary and Adolescent students will be required to sign a Computer Use Agreement form at the beginning of each school year.

DRESS AND APPEARANCE

Toddler & Children's House

1. Young children should come to school in clothing that permits full movement and outdoor play and 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 clothing 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 Adolescent Students

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. Repeated dress code violations will be considered insubordination and may result in further consequences. 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
- Flip flops and high heels
- 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, and clothes with holes that are revealing
- 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)
- Headwear during class times
- PE clothing and Adolescent Farm clothing must be appropriate for program activities.

STUDENT BEHAVIOR AND DISCIPLINE

General Conduct (at school, on the bus, van 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
- Use proper language
- Exhibit self-control in settling differences of opinion
- Be punctual
- Follow all school rules
- Not act in an aggressive manner

- Use playground equipment appropriately
- 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.

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 another environment, a parent may be asked to remove their child from school.

Behavior Plans

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

School Property

Students are responsible for taking good care of schoolbooks, 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.

Suspension / Expulsion

If a teacher or other school official recommends a student receive an out-of-school suspension or expulsion, the student will be referred to the Head of School. If the 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 to the Keystone Board of Directors. 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 believes that a student's conduct is grounds for expulsion, the Head of School will make such a recommendation to the Keystone Board of Directors. The Keystone Board of Directors 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 Keystone Board of Directors is final.

Keystone 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.

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.

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.

TOBACCO POLICY

1. Keystone 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. Keystone Montessori does not allow any clothing or other materials that promote the use of tobacco.

PEST CONTROL NOTIFICATION PROCEDURES

Keystone Montessori posts a notice of pesticide application 48 hours prior to application. Pesticide is applied during non-school hours. Safety data sheets including chemical content, pest control log of dates and times of application and posting notices are available for inspection at the front desk.

CHILD FIND NOTICE

It is Keystone 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.

Keystone Montessori is also responsible for providing a free and appropriate public education (FAPE), which includes special education and related services to children with disabilities in 1st - 9th grade programs at public expense without charge to the parents. All new students to Keystone 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 AZEIP 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 Keystone Montessori Charter School's Special Education Department at (480) 460-7312 or the public school in whose boundaries you reside.

SPECIAL NEEDS

Children not yet in the Charter School are the responsibility of the school district in which they reside and are identified through the Child Find process. Children enrolled in the Charter School are the responsibility of the Charter. If a teacher is concerned about a child's progress, he will discuss their concerns with the child's parents. If a parent has a concern, he should discuss it with the teacher first. If deemed necessary, a team will convene, composed of the child's lead teacher, a school representative, a special education or developmental specialist, and the parents. The team will determine the next course of action. If evaluations and/or 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 three times a year. 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. Keystone Montessori has published policies and procedures for Special Education.

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 7:30 a.m. and 5:30 p.m. on regularly scheduled school days or parents may submit a written request for the inspection of records and Keystone will comply with such request within 45 days of receipt of the request.

NOTE: Keystone 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, he may submit a written request in the Front Office to amend the record. Keystone Administration will make a determination of whether the records will be amended within a reasonable time. If the parent is not satisfied with Keystone's decision, they may submit a written request for a hearing before the Keystone 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. School officials with legitimate educational interests, including Keystone employees, teachers, administrators, contracted specialists, or other agent of Keystone who have a legitimate need to obtain access to student records in order to further the educational process at Keystone or to maintain the health and safety of the student or others.

b. 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), phone numbers and email address(es). 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, he may file a complaint with the U.S. Department of Education pursuant to FERPA §99.31 and 99.64.