



## 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](http://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.

## **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**

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/her 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.

## **NONDISCRIMINATION/EQUAL OPPORTUNITY**

Keystone does not discriminate against students or parents on the basis of a religious viewpoint or religious expression. If a student includes in an assignment a viewpoint expression, an evaluation of the student's work shall be based on ordinary standards of substance and relevance to the course curriculum or requirements of the coursework or assignment, and shall not penalize or reward the student on the basis of religious content or viewpoint.

### **Equal Educational Opportunities**

The school provides all students the opportunity to obtain an education. This includes, by law, free admission to the school up to the age of 16 or completion of the tenth grade. No student can be prevented from participating in any program solely in relation to race, color, religion, sex, age, national origin, disability, sexual orientation, and gender identity and expression. Students have the right to equal educational opportunity without interference from other students and people who do not belong on the campus.

## **ENROLLMENT PROCESS AND REQUIREMENTS**

### **Age Requirements**

- Children entering the **Toddler program** must be **15 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 1<sup>st</sup> grade program** must be **six years old by September 1<sup>st</sup>.** 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. In order to be placed on the waitlist for the following school year, the parent/guardian will need to complete and submit a new form to Admissions by January 1st of the new year.

## **CLASSROOM PLACEMENT**

Keystone Montessori strongly believes in the strength and integrity of **all** Keystone classrooms. We strive to provide the optimum learning environment for your children. In order for children to learn well, it is essential that equitable, compatible, and balanced classrooms be assembled. The school staff carefully considers all factors including individual student needs when making class placement decisions. It is the policy of Keystone Montessori **not** to accept parent requests for specific classroom placements.

## **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 2018-19 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**

**School attendance is not only a good practice; state law requires it.** Arizona State Law (15-802.A, 15-803.E) requires every person who has custody of a child between the ages of 6 – 16 years, shall make sure the child attends school for the full time school is in session unless unable to attend due to illness or another legitimate reason.

In order to reap the full benefits of the Montessori environment, it is essential that students arrive to school on time. Children who arrive late are missing out on valuable instructional time and social experiences.

Attendance will be closely monitored. Your child is expected to be at school every day, unless there is an excused reason not to be. An unexcused absence will count as a truant day as defined by law. A student is "habitually truant" if he/she has five or more unexcused absences from school.

Regular attendance and punctual arrival at school are two practices 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:

- Please inform the school office 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.
- For any planned absences and/or vacation, please complete a Gold Note or an Absence Form via SchoolCues. Upon completion, deposit in gold distribution box labeled "out".
- 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.
- Ten consecutive days of unexcused absences will be cause for automatic withdrawal.
- Some program levels require students to be accountable for missed work.
- **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.**

### **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**

Elementary and Adolescent Programs begin at 8:15 am and Toddler and Children's House Programs begin at 8:30 am. A student is considered late if he is not in class at the above mentioned time.

### **Charter Students**

For charter students, all tardies must be recorded. Students will be recorded tardy if arriving in the school lobby after 8:15 am. If the student arrives after 8:30 am, they must be signed in at the front office. 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**

- 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.
- Please **DO NOT use cell phones** during pick up and drop off times.
- Please **DO NOT** park in the reserved parking spaces adjacent to the handicapped space.

### **Instruction**

One of the cornerstones of Montessori Education is an uninterrupted work cycle. Keystone protects instructional time by ensuring classes are not interrupted with announcements or messages from home. In an effort to foster responsibility and independence, please refrain from bringing forgotten items (such as lunches, jackets, permissions slips) to school. Dropped off items will be held in the lobby until there is a break in the work cycle (lunch, recess, end of day).

### **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/out, the individual must use the first initial of their first name and full last name. Please make sure the signature is legible. Sign in/out sheets are audited by the state. Please do not allow children to write in drop off/pick up time or to draw on the forms.

### **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.

In order to protect students from the possible spread of disease, please keep your child home if the following symptoms are present: fever, vomiting, diarrhea, red or inflamed eyes, skin rash, headache or pain. Please do not send your child to school when he/she is ill.

Any student with a temperature of 100 F or higher should not attend school. Children may return to school when they are fever-free for 24 hours **without fever-reducing medication**. Administration may send your child home regardless of temperature if they develop symptoms of illness at school that prevent them from participating comfortably in school activities.

Please make arrangements to have either a parent/legal guardian or another authorized adult available at all times to pick up a child who is ill or injured. If both parents/legal guardian(s) are unavailable, the school will

begin calling the adults listed by the parents on the Emergency Card.

Students who are absent from school the day of an activity may not attend the activity such as, but not limited to: an afternoon classroom party; chess, classroom potlucks, music/art, an after-school enrichment club.

### **Immunizations**

Arizona law ARS §15-872 requires that a complete, up-to-date immunization record be furnished by the parent prior to enrolling a child in school. The record should include the month, day, and year of your child's immunizations. Children will be excluded from school without proof of immunizations. The immunization requirements for a child entering Keystone (including Children's House) contingent on age are:

- Diphtheria/Pertussis/Tetanus (DPT, DTaP, Tdap)
- Polio
- MMR #1 and MMR #2
- Haemophilus Influenzae B (HIB)
- Hepatitis A series (for Preschool)
- Hepatitis B series
- Chicken Pox (Varicella)
- Meningococcal

## **HEALTH SCREENING**

### **Hearing and Vision Screening**

Hearing and vision tests are given to selected groups of students per Arizona mandate under the guidelines of the Arizona Department of Health Hearing Conservation Program and the Arizona Department of Education. If you do NOT want your child screened, please notify Keystone Administration.

### **Communicable Disease**

A Communicable Disease is a disease that can be transmitted from one individual to another. For the protection of all concerned, Keystone requires that students be excluded from school if it is suspected that they have a communicable disease. Early recognition of a communicable disease is of prime importance. Common examples are:

- **Flu**

Keystone Administration will send home students who exhibit a sudden onset of fever, chills, headache, muscle aches, nausea or vomiting and/or sore throat.

- **Chicken Pox**

A student should be kept out of school until all blisters are scabbed over and dry and until he/she is fever-free for 24 hours.

- **Pinkeye**

Pinkeye (conjunctivitis) may be caused by bacteria, virus or allergy. Symptoms include: watering; irritation and redness of the white part of the eye and/or the lining of the eyelids; swelling of the eyelids; sensitivity to light; and a puss-like discharge. Pinkeye may be spread from person to person by contact with discharge from the infected person's eyes. When a child is sent home because of pinkeye symptoms, the parent/legal guardian will be asked to call a doctor and report the symptoms. The doctor will decide if an antibiotic medication is necessary. If medication is prescribed, the child may return to school after using the medication for 24 hours.

- **Lice**

Lice checks are performed on students as needed. Students with head lice will be excluded from school until treatment specific for head lice has been initiated and the student is symptom free.

- **Strep**

Strep throat is a bacterial infection that can easily spread to other people. It is usually a mild infection, but serious complications can occur. Your child can run a fever. There is a quick test doctors can use to see if you have strep throat. If the test is positive, the doctor can prescribe antibiotics so that you feel better sooner and protect others from getting sick. If medication is prescribed, the child may return to school after using the medication for 24 hours.

### **Notification to Parents Regarding Communicable Diseases**

Keystone Administration, in consultation with Health Services, determines when and to whom communicable disease notification letters will be sent.

- Generally, if there is a physician-confirmed case of communicable illness in a classroom, a letter may be sent to all parents/legal guardians of children in that classroom.
- Generally, if 10% of the school population has been confirmed by a physician to have a certain communicable disease, a notification letter is sent home to parents of the entire student body.

### **Medication**

- A designated staff member is responsible for the administration of all medications including storing, supervising ingestion, and recording the dosage.
- The administration of medication is not permitted unless the child's parent completes a medical consent form.
- 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.
- 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.
- Related forms can be obtained in the school office or from the school website. 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.

### **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.

### **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 has an accident and the information on the emergency card is incorrect, we will 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.

## **PARENTS' GUIDE TO CHILD ABUSE REPORTING REQUIREMENTS FOR SCHOOL PERSONNEL**

The duty to protect children from child abuse, sexual abuse and neglect is one that is incumbent on every school district employee. It is important that parents and families understand these obligations and the ramifications for school personnel. The following guidelines are designed to clarify what these obligations are.

### **What triggers an obligation to report?**

A.R.S. §13-3620 provides, in part, that "any person who reasonably believes that a minor is or has been the victim of physical injury, abuse, child abuse, a reportable offense or neglect that appears to have been inflicted on the minor by other than accidental means or that is not explained by the available medical history as being accidental in nature...shall immediately report or cause reports to be made of this information to a peace officer or to the Department of Child Safety in the Department of Economic Security."

If a school employee hears a rumor, overhears a conversation, or by any other means, becomes aware or has a reasonable belief that a child may be the subject of physical injury, sexual abuse, or neglect, that employee has a legal obligation to report. It is not necessary to have visual or actual evidence of abuse to trigger the reporting requirement.

### **Who must report?**

All school personnel have an individual obligation to report under A.R.S §13- 3620. This means that any school employee who receives an initial disclosure, directly or indirectly, or makes the initial observation has the duty to either personally report or to ensure that a report has been made. The penalty for not reporting is a Class 6 felony.

### **When must the report be made?**

The report must be made IMMEDIATELY electronically, by telephone or in person and shall be followed by a written report within 72 hours.

### **To whom is the report made?**

- The report must first be made to law enforcement unless the allegation is against a family member or other person who has care, custody or control of the child, in which case the report should be made to the Department of Child Safety (DCS) in the Department of Economic Security.
- If the alleged perpetrator is a certified employee, then a report to the State Board of Education will be made by the Superintendent as required by law.

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](http://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. These contain important information on upcoming events. Attendance at Classroom & Community Meetings should be a priority.

In order to facilitate positive communication, parents should discuss any concerns directly with the classroom teacher and work together to resolve said issue. If this step does not resolve the problem, additional support from the Head of School/Assistant Head of School may be utilized.

## **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**

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

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.

At times, 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.

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.

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

## **LUNCH AND SNACKS**

### **Toddler and Children’s House Snacks**

Parents take turns providing snack for their child’s class. Monthly snack calendars are posted on each classroom’s bulletin board.

### **Lower Elementary Snacks**

Children may bring in a snack of their own. Snacks should consist of fresh fruit, fresh vegetables or a lean protein.

### **Lunches**

Students must bring their own lunches. Lunches should be balanced and nutritious. Candy, gum, and soda are not allowed. If a child comes to school with any of these items in their lunchbox, it will be sent home unopened. For suggestions on healthy lunches, please ask your child’s teacher. Children in the Elementary Extended Day program need to bring enough food to provide for their own after school snack.

Elementary students are capable of preparing and being responsible for their own lunches. Lunch boxes should include an ice pack. Drinks are not necessary as water is always available in the classroom.

Please note, the microwave will be available for limited use to reheat previously cooked items. Please do not send frozen entrees. Due to concerns about allergies, **food may not be shared** among children. However, in the case of forgotten lunches, guides will oversee the sharing/preparation of food to supplement the forgotten lunch.

## **BIRTHDAYS**

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

**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, written progress reports are completed at the mid-year and end-of-year time periods. Please 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. While on campus, visitors should not use any electronic devices, including but not limited to cell phone, blue tooth devices, headphones, iPads, etc. All parents have access to the areas on facility premises where the parent's enrolled child is receiving childcare services.

## **PETS AND OTHER ANIMALS**

For the safety of all students, please do not bring pets on campus. An adult may bring a pet to the classroom for educational purposes only with the teacher's permission.

## **PERSONAL ITEMS**

Please have students leave all personal property such as toys, games, etc. at home. The school is not responsible for damage, 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**

Students may not use electronic devices, including cell phones, 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.

## **COMPUTER USE**

Computers at Keystone Montessori are to be used for research and educational purposes only. For the children's protection an Internet filtering device has been installed to control access to appropriate sites. 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. 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

- 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.
- 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:

- Dress and grooming shall not present a risk to the health, safety, or general welfare of students or others in the school.
- Students should not wear clothing or hairstyles that can be hazardous to them in their school activities.
- Clothing which features illegal items for minors are not allowed.
- Dress and grooming that prevent the student from doing his or her work because of blocked vision or restricted movement are discouraged.
- Clothing styles that create or could create disruption in the classroom are not allowed
- Shoes must be worn at all times. No flip-flops or high heels are allowed.
- Chains, spikes, piercings, sharp objects, or any other accessories, clothing or footwear that could cause damage to create a safety hazard are not allowed. Additional safety requirements may be in place in physical education class, exploratory classes and labs, science labs, etc., and must be followed at all times.
- The body should be adequately covered. Clothing shall not expose the chest, abdomen, back or buttocks area, and shall be sufficient to conceal undergarments at all times. Some examples of clothing items that are not allowed are listed below, but these examples do not cover every situation.
  - ~Clothing or accessories that depict violence or are sexual in nature are not allowed.
  - ~Clothing or accessories shall not display lewd, vulgar, obscene, or offensive language or symbols.
  - ~Clothing or accessories that are political in nature are not allowed.

The responsibility for determining codes and rules concerning dress and grooming rests with the Head of School/Assistant Head of School. Students who violate this policy are subject to disciplinary action which may include but is not limited to any one or a combination of the following: informal talk, conference, parental involvement, detention, in-school intervention, or off campus suspension.

## STUDENT BEHAVIOR

### Roles and Responsibilities:

**The responsibility of maintaining positive, constructive behavior within the school is a cooperative effort, shared by students, parents/legal guardians, teachers, administrators, and support staff.**

The active involvement of, and support by teachers, parents/guardians, administrators and other school staff is critical in helping the student to understand the value of good conduct and its relationship to individual learning and success. Teaching and assisting students to develop positive/productive attitudes and behaviors will enable them to be active learners and valued contributors to the school community. Any behavior that

endangers the health and safety of others is prohibited.

A detailed list of disciplinary infractions is outlined in the Discipline Procedures Manual.

### **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.

### **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.

## **DISCIPLINARY PROCEDURES**

Discipline is thought of as developmental rather than punitive. Its function is to create and maintain an atmosphere conducive to academic and behavioral learning, order, and safety.

The principles of good discipline are predicated on the more basic principles governing interpersonal communication, courtesy, and democratic procedures.

Disciplinary procedures are dependent on the severity of each individual incident and may include, but are not limited to:

- Student/Teacher Conference
- Student/Head of School Conference
- Student/Parent/Teacher Conference
- Formal Plan Conference
- Suspension/Expulsion\*

### **\*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 Procedures Manual.

### **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 & DRUG POLICY**

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

## **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.

## **EXCEPTIONAL STUDENT SERVICES**

### **Special Education**

Special Education is available to students with a disability as indicated under the Individuals with Disabilities Education Act (IDEA) and requires specially designed instruction. The Individualized Education Program (IEP) is a written program that outlines the special education services the student will receive. A continuum of services is available based on the needs of the student.

**It is Keystone Montessori Charter School's responsibility to inform the general public and all parents 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 1<sup>st</sup> - 9<sup>th</sup> 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.

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, they will discuss their concerns with the child's parents. If parents have a concern, they should discuss it with their child's teacher. 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.

### **Section 504**

The purpose of Section 504 is to provide equal access to all students with mental or physical disabilities which may substantially limit a major life activity like learning. For a student to qualify for Section 504 protection, the student must meet three criteria: (1) has a mental or physical impairment that substantially limits one or more major life activities, including learning; or (2) has a record of such impairment; or (3) is regarded as having such impairment. If the student has an impairment that substantially limits a major life activity, the impairment is a qualifying disability if it creates a significant barrier to the student's ability to access the same educational opportunities afforded to non-disabled students.

It is important to understand that all three criteria must be met before the student is eligible for Section 504 protection. Please contact the Section 504 coordinator at your child's school if you feel your child may be eligible and require a Section 504 plan.

### **"CHILD FIND" NOTICE**

Child Find is a component of the Individuals with Disabilities Education Act (IDEA '04) that requires a school district to locate, identify, and evaluate all children with disabilities; age is birth through 21, that are located within their geographical boundaries who are in need of early intervention or special education services. Please call your child's school or the Exceptional Student Services office at 480-541-1150.

### **STRUCTURED ENGLISH IMMERSION PROGRAM**

Keystone's Structured English Immersion Program serves students who need assistance in learning English. Arizona law requires that children with a home language other than English be assessed for proficiency in oral language, reading comprehension, and written communication.

Following parent/legal guardian notification, students who are identified as limited English proficient may receive various forms of instructional support focused on English acquisition.

### **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, they 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.