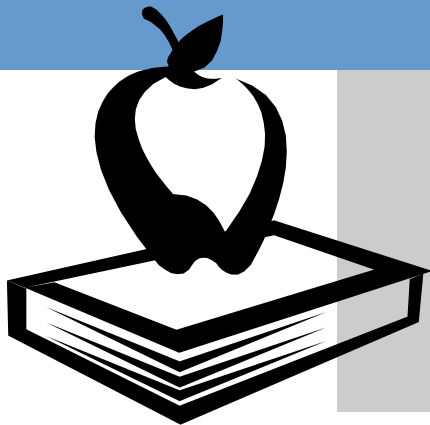


Hermosa Montessori

Elementary Parent's



Hermosa Montessori School

12051 E. Ft. Lowell

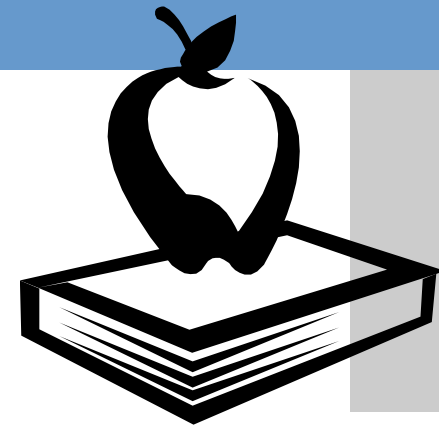
Tucson, Arizona 85749

749-5518

www.HermosaSchool.org

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Introduction

Welcome to Hermosa Montessori Charter School. At Hermosa Montessori we believe that a child's development during the early years of life is very important. We are also convinced that the family is of utmost importance in providing the love and guidance necessary for a child's natural development. We realize that you, as parents, are especially sensitive to your child's needs, and that you are trusting us to provide a positive school experience. Our goal at Hermosa Montessori is to enhance your relationship with your child by providing an experience that will respect her as a total person: emotionally, physically, intellectually, socially and spiritually.

You can play an important role in this Montessori experience. We hope that the following information and suggestions will help us provide a responsive and supportive environment for your children. Please read this thoroughly and keep it for further reference.

ELEMENTARY HOURS: Monday - Friday 8:30 - 3:00

Hermosa is a Montessori School. I hope that the following excerpts from *A Parents Guide to the Montessori Classroom* by Aline D. Wolf will enrich your understanding of our Montessori classroom.

Dr. Maria Montessori believed that no human being is educated by another person. He must do it himself or it will never be done. A truly educated individual continues learning long after the hours and years he spends in the classroom because he is motivated from within by a natural curiosity and love for knowledge. Dr. Montessori felt, therefore, that the goal of early childhood education should not be to fill the child with facts from a pre-selected course of studies, but rather to cultivate his own natural desire to learn.

Pictured Below is Dr. Maria Montessori

In the Montessori classroom this objective is approached in two ways: first, by allowing each child to experience the excitement of learning by his own choice rather than by being forced; and second, by helping him to perfect all his natural tools for learning, so that his ability will be at a maximum in future learning situations.

Because the children work individually with the materials, there is no competition in the Montessori classroom. Each child relates only to his own previous work, and his progress is not compared to the achievements of other youngsters. Dr. Montessori believed that competition in education should be introduced only after the child has gained confidence in the use of the basic skills. "Never let a child risk failure," she wrote, "until he has a reasonable chance of success." Dr. Montessori once wrote, "we can



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only give each individual the chance to fulfill his potential possibilities to become an independent, secure, and balanced human being."

GENERAL INFORMATION

Admission

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

Children must be 6 years by September 1st of the school year to be admitted into First Grade (beginning year lower elementary).

Enrollment procedures

A signed and dated enrollment contract must be submitted for enrollment.

Hermosa Montessori Family-School Commitment

Parent Responsibilities:

- Read the entire Parent Contract Handbook
- Familiarize himself-herself with the basic Montessori philosophy
- Support their child's academic progress
- Keep abreast of current activities by reading the Hermosa Newsletters, and the notices sent home,.
- Observe the School Calendar
- Be familiar with and abide by all school policies
- Provide effective and continuing cooperation and communication between school and home

Student Responsibilities

- Contribute to the classroom and school community
- Participate in school activities with a positive attitude
- Act with integrity, respect, and responsibility
- Complete classroom assignments
- Contribute toward building a peaceful community

Teacher's Responsibilities

- Create a positive learning environment
- Facilitate student learning
- Provide opportunities for challenging and meaningful work
- Monitor student progress
- Participate in family conferences

Head of School

The Head of School handles personnel matters, admissions, financial aspects, dismissal, observations, classroom needs, and curriculum development. Parents should feel free to discuss any questions they might have. Call for an appointment.

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Clothing

We suggest that you send your child in clothing that is comfortable and easily cleaned.

Food

Elementary children should bring a lunch box “cooler” clearly marked with their name. Include a nutritious lunch and a snack for mid-morning. Please include “blue ice” to keep food cool. To make a child’s lunch time enjoyable, her lunch should be manageable for her and should be nutritionally balanced. Please do not send a lunch box filled with sweets. . If parents give their permission, children are allowed to share or trade lunch and snack items.

Pizza ordered from a local restaurant is offered as an optional choice for lunch on Friday. Pizza order forms including payment must be returned to school on Wednesday morning. **No exceptions please.** It is not necessary to have a parent’s signature on the order form, but orders cannot be placed without an order form and payment.

Health

The health of all children is of prime importance to us. Please safeguard your child and others by keeping him/her home if signs of illness are present. Children with the following symptoms must remain at home: cough, sore throat, sneezing, green nasal discharge, above normal temperature, discharge from eyes, rash, or vomiting the day before or in the morning before school. Should a child become ill at school, he/she will be isolated from other children. The parent will be notified and is expected to make arrangements to take the child home. A child should be free from fever for 24 hours before coming back to school. Strep throat, pinworms, conjunctivitis, impetigo, head lice, measles, mumps, chicken pox, scarlet fever, etc. are among those conditions categorized as “highly contagious.” Notifications will be made should any of these conditions arise.

Contagious diseases must be reported to the office immediately so that notice of exposure can be sent home to the parents of the child’s classmates. Please notify the school whenever your child is on medication of any kind.

Medication

Never send medication with the child to keep in his lunch box or cubby. There is serious danger that another child might take the medicine or that the child himself will take an overdose. Many antibiotics and other medications can be prescribed to be taken in two doses daily, rather than three, thus eliminating the need for the school dose. Please request this from your pediatrician. Otherwise, a physician’s explanation of why the school dose is necessary will be required. If it is necessary for a child to take medication, a medication administration form must be completed. Prescriptions must be in their original containers.

Accidents - Emergency Care

In case of a life threatening situation, the school will call 911. It is impera-

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Arrival

Children may arrive from 8:00-8:30. Arrive at school on time! Children who come late may miss the opening lessons, or class meetings, and feel awkward about their tardiness. The concentration of other classmates is interrupted when someone arrives late. A complete tardiness policy may be obtained from the office. Enter the driveway at the farthest east entry. Pull forward as much as possible, have doors unlocked and student belongings ready and easily accessible. A staff member will meet your vehicle and assist your child getting out of the car, and monitor entry into the classroom. After your child is safely out of your vehicle, proceed through the parking lot to the western exit.

Dismissal

All vehicles must park in a designated parking space, then proceed to the front gates where student will be waiting. Your student has an assigned time for dismissal. Plan to arrive within your student's dismissal time. Since parking is limited, we ask for your cooperation by closely adhering to your assigned time. Please refer to school handout to determine your dismissal time.

Early Dismissal

If you need to take your child earlier than your designated time, plan an extra ten minutes to go to the classroom and then sign out in the office.

Vehicle Identification

Each family will be given two vehicle identification tags. **Please keep one visible to assist staff in recognizing your vehicle.**

Release Authorization

Children will not be released to any person other than a parent, legal guardian, or someone duly authorized to pick up their children. Phone authorization is not acceptable. When an authorized person not recognized by school personnel arrives, he/she must go to the office with identification (driver's license or other picture ID) to receive authorization before the child will be released.

Official Custody

If one parent has official custody of the child, the legal documents to this effect must be on file in the office. Without the legal documentation, the school cannot refuse to release a child to either parent.

Please work out clear visitation arrangements between mother and father

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Please work out clear visitation arrangements between mother and father

and/or grandparents without putting the school or the child in a difficult position.

Items to bring

Each child is requested to bring general supplies each year and a supply list is distributed prior to the beginning of the school year.

Lost and Found

A lost and found container is located on the school grounds. Please check with a staff member for the current location of the lost and found container. Items not recovered at year's end will be donated to charity.

Swimming

Elementary children use the school pool with supervision during the hot days at the beginning and end of the school year. Please bring sunscreen, swimming suit, towel, and appropriate footwear. If your child does not have these items he/she will not be able to swim.

Transportation

The student's parent(s) or legal guardian(s) assume full responsibility for the manner, safety, and protection of the student in traveling to and from school. Car pools are recommended. Student directories or class lists are available after the second week of school to facilitate car pooling. Parents must provide written notification if someone with whom we are not familiar will pick up their child.

SPECIAL DAYS

Birthdays

Individual children decide if and how they want a school celebration. If he/she chooses a group celebration, parents can write a brief description of the highlights of each year in their child's life to be used during the group celebration. A special snack for the entire class is optional.

Celebrations

There will be celebration of some holidays. Children vote on which classroom celebrations to have during the school year. Parents with special ethnic traditions are encouraged to share their culture with the children. Please speak to the classroom teachers if you would like to help cook a special dish, or share any cultural items.

FREEDOM AND DISCIPLINE

Freedom, as it is defined by Dr. Montessori, does not mean license to do just anything, or to be disorderly, or to interfere with others. In the classroom, freedom takes a variety of aspects: the choice of work, the liberty to talk, the liberty of time, and the freedom of movement. We do not allow children to hurt one another, to damage materials in the environment or to act in a manner that is abusive or disrespectful to one's teachers or peers. Serious offenses (aggressive behavior) are not tolerated. The child will be

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informed of the seriousness of the action and that a repeat of the mistake may mean calling her family.

Hermosa Montessori staff does not use corporal punishment. The staff does use natural and logical consequences to support the children in maintaining the classroom ground rules.

Discipline Policy

For optimal learning to occur, the classroom atmosphere must be physically and psychologically safe. To ensure this safety, a set of baseline ground rules and their consequences have been established.

The first time a student violates the ground rules, the student receives a verbal reminder of the rule, and the appropriate behavior or consequences. The initial consequence could be either “time out-apart from the classroom”, or a “work job.”

If unacceptable behavior is repeated and persists or the child refuses to comply with the “time out” or “work job” consequence, parents are called. The teacher and/ or Head of School will confer with parents. Parents are notified that if the behavior continues to persist, they may be expected to pick up the child from school. If the parent is asked to pick up their child because the behavior is persisting, the child will be removed from the classroom while waiting.

In some situations a parent may be asked to stay with their child in the classroom throughout the day, or during a portion of the day.

When the child returns the day following “behavioral removal”, the teacher confers with the child before she or he re-enters the class. Any limitations for the child will be discussed at that time. (A verbal or written behavior contract is established, or privileges will be suspended, etc).

For serious infractions such as a child physically harming a teacher or other students, leaving campus unauthorized, or bringing a weapon or other dangerous object to school, suspension is possible and the child cannot return to school until a conference with parent, teacher, and administrative personnel takes place.

A complete discipline policy is available by request .

Behaviors and Consequences

Inappropriate Behaviors Which Still Allow Others To Be Safe

Inappropriate language not directed at a person

- Consequence:*
- Child given verbal reminder
- Continued inappropriate language results in parents called for conference, family action plan developed

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Distracting behavior during group or personal work time

Consequence:

- Child given verbal reminder
- Continued distracting behavior results in parents called for conference and an action plan in which adult comes to stay with student to monitor behavior

Classroom Work Is Not Completed In a Timely Or Appropriate Manner

Consequence:

- First Offense: Child is given verbal reminder
- Repeated problems not remedied by normal teacher incentives and action; parents are called, and teacher-student-family action contract developed and signed by parent

Teacher-student-family action contract not honored

Consequence:

- Parent conference, contract re-evaluated, possible “outside professional help” added to teacher-student-family action contract

Professional Assistance Outside of School

When a child’s behavior indicates the need for outside professional help, the parents will be called for a conference. Professional resources and suggestions may be given. If a therapist is assisting the child, the therapist must consult with the school within the first two weeks of therapy.

Expulsion of a student from school is a discretionary power of the Governing Board under the Provision of ARS 15-341, 15-342, and 15-843. The school will assure due process rights for students involved in disciplinary action before he or she may be suspended or expelled.

Inappropriate Behaviors That Make The Classroom Unsafe

Any physical contact that causes harm

Physically striking another in anger

Verbal abuse directed toward an individual

Any weapon or dangerous object brought to school

Consequence:

- First offense: Removal from class that day and the following day
Conference with parents before reentry to classroom
- Second offense: Removal from class that day and the next two days
Conference with parents before reentry to classroom
- Third offense: Removal from class that day and the next three days.
Conference with parents before reentry to classroom
- Fourth Offense: Removal from class that day and suspended from school. Conference with parents and school director and teacher-student-family action plan developed before reentry to school. Discipline record forwarded to Governing Board for consideration of suspension duration and/or expulsion.

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- Fourth Offense: Removal from class that day and suspended from school. Conference with parents and school director and teacher-student-family action plan developed before reentry to school. Discipline record forwarded to Governing Board for consideration of suspension duration and/or expulsion.

Observations

One of the best ways to learn about a Montessori classroom is to see one in action. Your child will most likely be very excited about your presence in his classroom. Try not to be disappointed if your child's behavior is unusual. This sometimes happens on a first visit. With further visits you will find a more normal reaction. In order to see a normal, working environment, we ask your cooperation in these ways:

Avoid distracting the children, and observe passively. You can respond to a child's interest in you by explaining you are here to see how they work.

Please do not interrupt the teachers during the class sessions. The teacher's first responsibility is to the children.

If you have any questions, save them until after your observation time or set up a time with the teacher or director to discuss your observations.

PARENT INVOLVEMENT

Hermosa Montessori encourages active parent participation. Participation shows your child that you are interested in his school and that it has an important place in your lives.

Communication

We cannot over-emphasize the importance of open communication between parents and staff. Changes in your child's life-style (house-guest, new baby, parent's) on vacation, separation of parents, death in family, etc.) are unsettling. If we are aware of this situation, we can be more responsive and more understanding of his behavior at school.

Sometimes your child may voice a concern over something that happened at school, for example, a broken friendship. Try not to over-react. Let a staff member know what is happening so it can be handled at school. Sometimes trivial things can build up, so don't hesitate to talk it over with us if something is becoming a problem.

We welcome your suggestions. The most effective communication is *directly to your child's teacher and to the Head of School*. Parent "grapevines" tend to distort your original message beyond recognition, so please voice your concerns to the appropriate staff member.

You can visit Hermosa on the web to view items of interest about Montessori philosophy, upcoming school events, various class programs, and links to other Montessori sites.

Periodically your child's teacher or the school will send a notice home for an upcoming field trip or classroom announcement. Most notices are sent via email.

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Sometimes your child may voice a concern over something that happened at school, for example, a broken friendship. Try not to over-react. Let a staff member know what is happening so it can be handled at school. Sometimes trivial things can build up, so don't hesitate to talk it over with us if something is becoming a problem.

We welcome your suggestions. The most effective communication is *directly to your child's teacher and to the Head of School*. Parent "grapevines" tend to distort your original message beyond recognition, so please voice your concerns to the appropriate staff member.

You can visit Hermosa on the web to view items of interest about Montessori philosophy, upcoming school events, various class programs, and links to other Montessori sites.

Periodically your child's teacher or the school will send a notice home for an upcoming field trip or classroom announcement. Most notices are sent via email.

Conferences

Formal parent-teacher conferences are scheduled after Winter recess and toward the end of the school year. The end of year conference will emphasize your child's school year progress, and standardized test scores if available. This formal conference will describe activities and social associations your child has been involved in. Hopefully, conferences will give you further insights into Montessori education. **If you wish to speak to the teachers at any time, please make an appointment.** Teachers appreciate at least 24 hours notice so they can schedule their time appropriately. To schedule an appointment please call the office during regular office hours. Tell the office person your area of concern and time that you would be available to speak with the classroom teacher. This will help the teachers be prepared to address your concerns.

If you need to discuss a situation you feel needs immediate attention, please call during office hours, discuss the situation with administration.

Office

Messages regarding illness, a change in schedule, appointments etc. should be communicated by telephone before 10:00 a.m. or by written message. Also, notify us if your child needs to be picked up from school either early or late. **Please notify us immediately of change of address, phone number, or transportation arrangements.**

Excessive Absence

HMCS requires regular attendance. Attendance is the primary responsibility of the parents. Each student is expected to attend classes every day except when illness, injury or conditions beyond the student's control prevent attending classes. Frequent absences for any reason are certain to have a negative effect on a student's performance in school. Specific presentations are ongoing and some cannot be repeated due to the nature of the program. Excessive absence is defined as when the number of absent days exceeds ten per cent of the required days, or five percent by January 1st, or more than 6 consecutive days. The complete absence policy as adopted by the governing board is available in the school office.

SUGGESTED READING

Maria Montessori:

- The Absorbent Mind*
- A Child in the Family*
- Discovery of the Child*
- Dr. Montessori's Own Handbook
- Education For A New World
- To Educate the Human Potential
- From Childhood to Adolescence
- The Montessori Method
- Peace and Education*
- Reconstruction in Education
- The Secret of Childhood*
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The Montessori Elementary Material

Mario Montessori

Education For Human Development

Dorothy Canfield Fisher

Montessori For Parents

The Montessori Manual For Teachers and Parents

Alfie Kahn

Punished by Rewards*

Paula Lillard

Montessori - A Modern Approach

Montessori Today

Terry Malloy

Montessori And Your Child

Wendy Mogel, Ph.D

The Blessing of a Skinned Knee

E.M. Standing

Maria Montessori - Her Life and Work

The Montessori Method - A Revolution in Education

David Walsh, Ph.D

No-Why Kids of All Ages Need to Hear It and Ways Parents Can Say I

Aline D. Wolf

Peaceful Children, Peaceful World*

*suggested books to read first

Non Promotion

Promotion is a team-based assessment including the following:

Portfolio assessment

Teacher observation of classroom behavior by current and prospective teacher

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Social-Emotional maturity
Standardized test scores
Recommendation of current teacher, prospective teacher, principal, and parent

The team's decision will be made by a majority vote.

The complete non promotion policy adopted by the governing board is available in the office . **Pictured Below is Dr. Maria** as

CHILD FIND

Hermosa Montessori ensures that all students, school age, attending its school who have a disability, and who are in need of special education and related services will be identified, located and evaluated. All newly enrolled students and those transferring in without sufficient records will be screened for consideration academic, cognitive, vision, hearing, communication, emotional and psychomotor domains within 45 days of enrollment.



of

FERPA

**PUBLIC NOTICE
(Confidentiality Notice)**

Under the provisions of the Family Education Rights and Privacy Act (F.E.R.P.A.), parents or legal guardians having custody of students shall be informed of their rights regarding student records and shall be permitted to inspect and review education records as appropriate under the law. Personally identifiable information shall not be disclosed without written consent. A record of disclosures shall be maintained. Parents, legal guardians, and eligible students shall be provided an opportunity to seek the correction of education records where appropriate. The district superintendent shall develop and maintain such procedures as are necessary to assure compliance with the provisions of the statute as well as to ensure that school staff receive periodic instruction and training regarding the privacy rights of students and parents and the confidential handling of student records. Copies of the district policy and procedures concerning the inspection and review of student records shall be on file in the superintendent's office, the curriculum office, and the principal's office at each school in the district. Complaints regarding alleged failures of the district to comply with FERPA, requirements may be filed in the superintendent's office.

Insurance

Hermosa Montessori carries an insurance policy that complies with the requirements of the state of Arizona.

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