

HERMOSA MONTESSORI CHARTER SCHOOL

Elementary Handbook

2026 – 2027 School Year

“Never let a child risk failure until they have a reasonable chance of success.”

— Dr. Maria Montessori

Hermosa Montessori School, Inc.
12051 E Fort Lowell Rd · Tucson, AZ 85749 · (520) 749-5518
www.hermosaschool.org

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Welcome to Hermosa Montessori

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 them as a whole 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 – 3:10

Understanding the Montessori Classroom

Hermosa is a Montessori School. The following excerpts from A Parents' Guide to the Montessori Classroom by Aline D. Wolf may enrich your understanding of our Montessori classroom.

Dr. Maria Montessori believed that no human being is educated by another person. Each of us must educate ourselves, or it will never truly happen. A truly educated individual continues learning long after the hours and years spent in the classroom, 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 the child's own natural desire to learn.

In the Montessori classroom this objective is approached in two ways: first, by allowing each child to experience the excitement of learning by their own choice rather than by being forced; and second, by helping them perfect all their natural tools for learning, so that their 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 their own previous work, and their 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 they have a reasonable chance of success."

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

— Dr. Maria Montessori

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, income level, 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-Elementary I).

Enrollment Procedures

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

Hermosa Montessori Family-School Commitment

Parent Responsibilities

- Read the entire Parent Handbook
- Familiarize themselves 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 or email for an appointment.

Clothing

We suggest that you send your child in clothing that is comfortable and easily cleaned. All clothing worn to school must meet Hermosa Montessori's dress code guidelines.

Food

Elementary children should bring a lunch box “cooler” clearly marked with their name. Include a nutritious lunch and a water bottle. Please include “blue ice” to keep food cool. To make lunch time enjoyable, each child's lunch should be manageable for them and should be nutritionally balanced. Please do not send a lunch box filled with sweets. Children are not allowed to share or trade lunch and snack items.

Health

The health of all children is of prime importance to us. Please safeguard your child and others by keeping them 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, they will be taken to the health office, and a parent will be notified and is expected to make arrangements to pick up the child promptly. A child should be fever-free for 24 hours before returning 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 your child to be kept in their lunch box or cubby. There is serious danger that another child might take the medicine, or that the child themselves will take too much. 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 imperative that parents keep the school up to date on phone numbers where parents or other contacts can be reached. If a bump on the head occurs, parents will be called and informed. If an injury occurs, and a parent cannot be reached, we will call the names listed on your emergency form in the order of your preference.

An accident report will be sent home with any child involved in even a minor accident. A duplicate report will be on file in the office.

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 your 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 the 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 sign out in the front office and wait for the designated staff member to bring your child to you in the office.

Release Authorization

Children will not be released to any person other than a parent, legal guardian, or someone who has been authorized to pick them up. We are not able to accept phone authorization for pickup. If someone arrives who isn't yet recognized by school staff, we'll ask them to stop by the office with identification (such as a driver's license or other photo ID) so we can confirm authorization before the child is released.

Official Custody

Legal documentation of official custody arrangements must be presented and kept 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 and/or grandparents and notify staff. Without clear documentation, the school and student may be placed in a difficult position.

Lost and Found

Don't lose your student's clothing to the lost and found! You can avoid this from happening by writing your child's name on all articles of clothing. The 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 are donated to charity.

Swimming

Elementary children use the school pool for PE with supervision during the hot days at the beginning and end of the school year. Please bring sunscreen, a swimsuit, a towel, and appropriate footwear. Without these items, your child will not be able to participate.

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. 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 they choose 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

Some holidays will be celebrated during the school year. Children have input regarding classroom celebrations. 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.

Classroom Life

Day-to-day classroom routines differ somewhat between our Elementary I (grades 1–3) and Elementary II (grades 4–6) communities, reflecting the developmental needs of each age group. The sections below describe classroom-level expectations and routines specific to each community. General school-wide information — such as arrival, dismissal, health and safety, and special days — is covered earlier in this handbook and applies to both communities.

Elementary I Classroom Life

Silent Reading

Time is designated for either silent reading or teacher directed reading daily. Students are encouraged to bring books from home or the public library. Please make sure any books brought from home are labeled with your child's name.

Toys and Fidgets

Toys and fidgets are not allowed at school unless they have been previously approved by your child's teacher. The school is not responsible for any lost or damaged items.

Classroom Supplies

Students will be provided with the supplies needed for the school year, including materials such as a pencil case, folders, notebooks, colored pencils, crayons, glue sticks, and other art supplies. Students are responsible for caring for, keeping track of, properly using, and putting away all classroom supplies. If students lose or damage materials, it is the responsibility of the family to replace them.

Personal Electronics

To help students stay focused and present with their classmates, personal electronic use (including smart watches or any WiFi-capable device) is not permitted on campus. When students arrive, we ask that they hand any electronics in their possession to their teacher, who will keep them safely until they are returned at dismissal.

If you need to reach your child during the school day, please contact the front office, and we'll be happy to get a message to them. If your child needs to reach you, they're welcome to use the office phone.

Classroom Technology Use

Elementary I students use classroom technology in a limited, teacher-guided capacity appropriate to their developmental stage.

Cubby Use

Cubbies are school property provided for students' use in organizing their belongings during the school day. Because they belong to the school, staff may check cubbies from time to time to help keep our classroom and school running smoothly, and inspections may happen without advance notice. We appreciate students helping to keep their cubby space neat and using it only for appropriate school items.

Playground

During recess, students are supervised by staff and are expected to stay within designated playground boundaries. Playground equipment should be used safely and appropriately and returned to its proper place when finished. In keeping with our Montessori values, students are encouraged to use peaceful problem-solving strategies to resolve minor conflicts, with staff available to help if needed. Recess is held outdoors in most weather conditions, so please dress your child appropriately. Minor injuries will be treated by playground staff; more serious injuries will be handled according to our accident and head injury procedures.

Elementary II Classroom Life***Silent Reading***

Time is designated for silent reading each day and students are encouraged to bring books from home or the public library. Please make sure any books brought from home are labeled with your child's name.

Toys and Fidgets

Toys and fidgets are not allowed at school unless they have been previously approved by your child's teacher. The school is not responsible for any lost or damaged items.

Classroom Supplies

Students will be provided with all the supplies needed for the school year, including a binder for tracking work, a pencil case, folders, notebooks, colored pencils, markers, glue sticks, erasers, and other art supplies. Students are responsible for caring for, keeping track of, properly using, and putting away all classroom supplies. If students lose or damage materials, it is the responsibility of the family to replace them.

Personal Electronics

To help students stay focused and present with their classmates, personal electronic use (including smart watches or any WiFi-capable device) is not permitted on campus. When students arrive, we ask that they hand any electronics in their possession to their teacher, who will keep them safely until they are returned at dismissal.

If you need to reach your child during the school day, please contact the front office, and we'll be happy to get a message to them. If your child needs to reach you, they're welcome to use the office phone.

School Chromebook Use

Chromebooks are valuable learning tools, and students are expected to use them responsibly and respectfully at all times. Devices are only used for assigned classroom tasks unless a teacher gives specific permission for other use. Students are responsible for the care of the classroom Chromebooks, including keeping them clean, charged, and free from damage, and should report any technical issues to their teacher right away. Students may only use approved websites. Misuse of school technology, including visiting inappropriate sites or using the device to distract from learning, may result in loss of Chromebook privileges.

Cubby Use

Cubbies are school property provided for students' use in organizing their belongings during the school day. Because they belong to the school, staff may check cubbies from time to time to help keep our classroom and school running smoothly, and inspections may happen without advance notice. We appreciate students helping to keep their cubby space neat and using it only for appropriate school items.

Playground

During recess, students are supervised by staff and are expected to stay within designated playground boundaries. Playground equipment should be used safely and appropriately, and returned to its proper place when finished. In keeping with our Montessori values, students are encouraged to use peaceful problem-solving strategies to resolve minor conflicts, with staff available to help if needed. Recess is held outdoors in most weather conditions, so please dress your child appropriately. Minor injuries will be treated by playground staff; more serious injuries will be handled according to our accident and head injury procedures.

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

Logical Consequences by Behavior

As part of our commitment to promoting a safe and inclusive learning environment, we use logical consequences to address unexpected behaviors. Logical consequences help students understand the

connection between their actions and the outcomes that follow, fostering responsibility, positive behavior, and personal growth.

The table below summarizes our consequences for each unexpected behavior. Each consequence is proportional to the behavior and escalates with repeated offenses. In general, a first offense begins with a reminder or brief separation from the group; later offenses add family notification and conferences; and the most serious or repeated offenses may result in suspension or referral to the Governing Board for consideration of expulsion.

Please note: If total suspensions reach 10 school days, the school board must conduct a hearing, with ample notice provided to parents, for consideration of expulsion or additional measures to prevent future disciplinary incidents.

Behavior	Consequences by Offense
Disruptive Behavior	1st: Verbal reminder. 2nd: Removed to a quiet space away from the group. 3rd: Same, plus a phone call and written notice home. 4th: Same, plus a parent/teacher conference.
Noncompliance	1st: Verbal reminder. 2nd: Administration notified; removed to quiet space; phone call and written notice home. 3rd: Same, plus a parent/teacher/student conference. 4th: Same, plus suspension for the remainder of the day and one additional day. 5th: Same, suspension extends to two additional days; referred to the Governing Board for consideration of expulsion.
Aggression	1st: Administration notified; separated from others; phone call and notice home; meeting with the recipient of the aggression. 2nd: Same, with removal to a quiet space away from the community. 3rd: Same, plus a parent/teacher/possible SRO/student conference. 4th: Same, plus suspension for the remainder of the day and one full day. 5th: Suspension extends to two full days; referred to the Governing Board for consideration of expulsion.
Disrespectful Language	1st: Verbal reminder. 2nd: Administration notified; phone call and notice home; meeting with the recipient of the language. 3rd: Same, with possible removal from class/peers at teacher's discretion. 4th: Removed for the remainder of the day and suspended the following day; parent/teacher/student conference. 5th: Suspension extends to two following days; referred to the Governing Board for consideration of expulsion.
Inappropriate Language or Gestures	1st: Verbal reminder. 2nd: Administration notified; phone call and notice home. 3rd: Possible removal from peers/class at teacher's discretion; same notifications. 4th: Removed for the remainder of the day and suspended the following day; parent/teacher/student conference. 5th: Suspension extends to two following days; referred to the Governing Board for consideration of expulsion.

Cheating or Academic Dishonesty	1st: Student redoes the assignment or test. 2nd: Same, plus administration notified; loss of privileges through the following day; phone call and notice home. 3rd: Same, with loss of privileges extending through the following week. 4th: Suspended that day and the following day; parent/teacher/student conference. 5th: Suspension extends to two following days; referred to the Governing Board for consideration of expulsion.
Property Damage or Theft	Note: If the responsible student is not identified, restriction of privileges may apply to the entire community. 1st: Administration notified; restriction of freedom at teacher's discretion; phone call/notice home if known; community service or restitution equal to the loss. 2nd: Same, plus a parent/admin/teacher/student conference if the student is known. 3rd: Same, plus suspension that day and the following day once the student is known. 4th–5th: Suspension extends progressively to two, then three additional days; the fifth offense is referred to the Governing Board for consideration of expulsion.
Prohibited Electronic Device	1st: Device confiscated; notice home; student picks up the device from the administration office. 2nd: Same, plus phone call home; parent (not student) must retrieve the device; student works in a supervised area outside the classroom; parent/teacher conference. 3rd: Same, plus suspension for the remainder of the day and the following day. 4th: Suspension extends to two following days; referred to the Governing Board for consideration of expulsion.
Elopement	1st: Verbal reminder; administration notified. 2nd: Same, plus notice and phone call home; loss of privileges at teacher's discretion. 3rd: Same, plus suspension for the remainder of the day and the following day; parent/teacher conference. 4th–5th: Suspension extends to two following days; the fifth offense is referred to the Governing Board for consideration of expulsion.
Violence or Threat of Violence	1st: Administration and SRO notified; immediate removal from class for the remainder of the day; phone call and notice home; apology meeting; loss of privileges for one week. 2nd–4th: Same, with suspension escalating from one to three additional days and a parent/teacher/student conference added. 5th: Suspension continues at three additional days; referred to the Governing Board for consideration of expulsion.
Causing Bodily Harm	1st: Administration and SRO notified; removed from class for that day and the following day; phone call and notice home; apology meeting. 2nd: Same, plus a parent/teacher/student conference. 3rd: Suspension extends to two following days; loss of privileges for one week added. 4th: Same as 3rd; referred to the Governing Board for consideration of expulsion.
Causing Egregious Bodily Harm	1st: Immediate removal from class; suspended that day and the following day; SRO notified; phone call, notice home, and parent/teacher/student conference; loss of privileges for one week. 2nd: Suspension extends to two following days. 3rd: Suspension extends to three following days; referred to the Governing Board for consideration of expulsion.
Zero Tolerance: Weapons and Drugs	Any offense: Immediately reported to local law enforcement. Immediate removal from class; suspension that day and the following three days; phone call and notice home; parent/student/teacher conference; referred to the Governing Board for consideration of expulsion.

This table summarizes our behavior consequences for quick reference. The complete Discipline and Behavior Policy— including our full purpose and philosophy, expected and unexpected behaviors, procedures, appeal process, and support resources — is available on our website at www.hermosaschool.org.

Important note for students in kindergarten through fourth grade: Under Arizona law (A.R.S. § 15-843(L)), unless a student in kindergarten through fourth grade has brought a firearm to school, a single suspension may not exceed two school days, and total suspensions for the school year may not exceed ten days without a Governing Board hearing. Where a consequence listed below would otherwise result in a longer suspension for a student in this age range, the suspension will be limited to two school days per incident, and the remaining response (parent notification, conferences, loss of privileges, etc.) will still apply.

Professional Assistance Outside of School

If a therapist is assisting a child, the therapist must consult with the school within the first two weeks of therapy.

Rock and Sand Throwing Policy

Hermosa Montessori values a safe and conducive learning environment for all students. We encourage constructive play and exploration with sand and rocks, but the throwing of rocks or sand — regardless of direction or intent — is strictly prohibited at all times.

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 their 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, note those and arrange a time to discuss your observations with the teacher or head of school.

Parent Involvement

Hermosa Montessori encourages active parent participation. Participation shows your child that you are interested in their 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 their 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 Hermosa Headlines.

Conferences

Formal parent-teacher conferences are scheduled in October and toward the end of the school year. The end of year conference will emphasize your child's school year progress. 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 or email the teacher directly. Tell the office person or teacher 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, and 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.. 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 absenteeism, as defined in A.R.S. § 15-803, may result in penalties including failure in a subject, failure to pass a grade, suspension, or expulsion. These penalties do not apply to students who have completed course requirements and whose absence is solely due to illness, disease, or accident certified by a licensed professional.

This section summarizes our attendance obligations under Arizona law. The complete Discipline and Behavior Handbook and Excessive Absence & Excessive Tardiness policy— including full procedures, appeal rights, and support resources — is available on our website at www.hermosaschool.org and/or front 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*
- Spontaneous Activity in Education
- The Montessori Elementary Material

** suggested books to read first*

Other Authors

- 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 It
- Aline D. Wolf — Peaceful Children, Peaceful World

Non Promotion

Promotion is a team-based assessment including the following:

- Portfolio assessment
- Teacher observation of classroom behavior by current and prospective teacher
- 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 as adopted by the governing board is available in the office.

Note: Third-grade retention based on reading proficiency follows a separate process required by Arizona's Move On When Reading law (A.R.S. § 15-701). Under that law, a third grader who does not meet the state reading benchmark must be retained unless the student meets one of the statute's specific exemptions (for example, an English language learner with fewer than two years of instruction, a student with an IEP that specifically exempts the student from retention, or a student previously retained in reading). This determination is separate from, and not subject to, the team majority vote process described above.

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 of academic, cognitive, vision, hearing, communication, emotional and psychomotor domains within 45 days of enrollment.

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.