



2023-2024

**Montessori International School
Elementary Student Handbook**

Montessori International School Contact Information

MIS Daily School Hours

Gilbert Road Classes (1230 N. Gilbert Rd. Mesa, AZ 85203)

Primary Class (3 - 6)	8:30am to 3:00pm 8:30am to 12:00pm (half day)
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Brown Road Classes (2401 E. Brown Rd. Mesa, AZ 85213)

Toddler Class (18mo - 3)	8:30am to 3:00pm 8:30am to 12:00pm (half-day)
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Ms. Bindu (3 – 6)	8:30am to 3:00pm 8:30am to 12:00pm (half-day)
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Lower Elementary	8:30am to 3:15pm
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Upper Elementary	8:30am to 3:30pm
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Extended Care

Morning Day Care	7:30am to 8:30am
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Afternoon Day Care	3:00pm to 5:30pm
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Contact

Office	480-890-1580
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Infant House	480-844-5101 (Ms. Stephanie)
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Toddler Community	480-844-6119 (Ms. Jodi)
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Gilbert Road Campus	480-890-1580 (Ms. Reggie/Ms. Emilia)
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Brown Road Campus	480-844-4982 (Ms. Bindu)
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	480-844-9171 (Upper Elementary – Ms. Nilo/Ms. Heather)
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	480-844-7248 (Lower Elementary - Ms. Sylvia)
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Web site	http://montessori-intl.org
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E-mail address	office@montessori-intl.org
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Fax	602-610-0309
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TAX ID# 86-0459059

Teachers are not available to talk during class time. Please contact the office before calling individual classrooms. Calls will typically be returned after school.

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General Information

School History

Montessori International School was founded in 1982 in Gilbert. MIS originally opened as a primary school out on McQueen Road and Baseline. However, the school quickly outgrew this address. In 1983, the school was moved to the Gilbert Road address where two primary classes are currently housed. In 1984 MIS expanded further to include the Brown Road campus, where now one toddler, one primary, and both the lower & upper elementary classes are located. In 2003 we expanded once again.

Montessori International School has grown from its first primary class to one infant, one toddler communities (ages 18 months to 3 years), three primary (ages 3 to 6) classes, one lower elementary (ages 6 to 9) class, and one upper elementary (ages 10 to 15) class at present. Thousands of children have grown and developed through MIS's programs, and many now contribute as adults in the community.

Doctor Maria Montessori

Maria Montessori (1870 - 1952) has an educational background based in scientific study. She received a Doctor of Medicine degree in 1896 — the first female in Italy to achieve this status. Dr. Montessori's early work focused on the children of the asylums in Rome. Through this work, Dr. Montessori, unlike others working with children in the asylums, recognized the children's capacity for learning.

Because of her success with the children in the asylums, Dr. Montessori was appointed by the Minister of Education in Rome to run a school for "deficient" children from the schools of Rome and mentally disabled children from Rome's asylums. Dr. Montessori utilized the scientific method in order to develop the means for teaching these children. She spent much of her time during each day observing the characteristics of the children. At night, she would write out her notes, analyze them, and make materials for use in her classroom. The following day she would test these new materials at the school. Again, she would use her skills of observation to decipher which materials and which lessons appealed to the nature of the children. The children in Dr. Montessori's first school, despite their disabilities, tested at the same academic level as the children in the traditional schools of Rome.

Dr. Montessori continued to use the scientific method to develop a method not only for educating young children, but also for educating elementary aged children. In 1929, Dr. Montessori founded the Association Montessori Internationale (AMI) to establish training centers that would prepare teachers to carry out her method. Montessori, who received three nominations for the Nobel Peace Prize, died in Holland in 1952. Her discoveries regarding the characteristics of the child have influenced scientists, educators, and most importantly, the many fortunate children who have had the opportunity to attend Montessori schools.

School Philosophy

The MIS classrooms are places where children are given the opportunity to achieve academic and personal success. The goal in these environments is to encourage the development of a love for learning in each child. The principles put forth by Dr. Montessori are utilized in all classrooms – toddler, primary, and elementary. Each of the teachers in these classes uses their training to create environments that cater to the characteristics of the children in their classrooms. Our hope is to provide an opportunity to each student that will lead to their better understanding of the world and the roles that they play in it.

The Upper Elementary class serves as a transition from the MIS environment to the world of high school. Adolescents in this class have the opportunity to develop independence, study skills, discipline; and to strengthen their academic abilities. All the sensorial and reasoning exploration that takes place in the primary and lower elementary environments leads to abstraction of concepts in the Upper Elementary class. Continued enjoyment for the learning process is fostered at every level.

Affiliations

The toddler, primary, and lower elementary classes at MIS are affiliated with the Association Montessori International (AMI). This training and accreditation organization was founded by Dr. Maria Montessori herself in 1929. The teachers in these classes have finished the AMI training for their specific age groups and participate in ongoing teacher education in the form of conferences, refresher courses, and meetings with other AMI teachers in the area.

The teachers in the upper elementary classes have met the requirements for the Arizona State teaching credential. They also participate in ongoing education. Montessori International School is licensed by the Arizona State Health Department.

Enrollment Procedures

A new family interested in enrollment at MIS should first schedule a school tour and class observation with the class in which they would like to enroll. After this observation, the child will be invited to be evaluated by the classroom teacher. The child is then invited to spend 3 days with the class in order to familiarize him / her with the children and classroom operations. Finally, the teacher, administrator, and parents decide upon the enrollment option which best suits the child and the school. The teacher has the authority, at any time, to deny enrollment to any child in his or her class.

Academic Procedures

Conferences

The classroom is one of many settings in each child's life. Formal conferences are held in the fall and the spring so that parents and teachers can establish consistency in all aspects of the child's world. These conferences are the primary source for communication regarding each child's progress in the classroom. If the need arises, additional conferences can be scheduled.

Grades

Grades are not given to children in the lower elementary classes. The children in both elementary classes demonstrate their own successes each day as they choose and perform work in the classroom. The teachers in these classes are trained to recognize the point at which the child has successfully completed work with a particular activity and is ready to be introduced to the next. Thus, it is the process as well as the product put forth each day by each child that is the continuing evaluation constructed by the child and interpreted by the teacher.

Academic Integrity

Academic honesty is the bedrock of education and is integral to the work children do at MIS. This means that when a student submits work to the teacher it is truly his or her own. Submitting work that is not is academic dishonesty. Academic dishonesty includes cheating on tests and plagiarism.

Consequences of Academic Dishonesty

1st Offense:

- Fail Assignment/Test in the class, entered as a "0"
- Meeting: Student, parent/guardian, teacher, and administrative representative
- Alternate assignment with a set due date; will count toward academic grade, but will not replace plagiarized assignment

2nd Offense:

- Fail assignment/test in that class, entered as a "0"
- Alternate assignment that will not count toward academic grade
- Further Consequences at the teacher's discretion, such as a written report.**

3rd Offense:

- Fail class in which plagiarism occurred
- Meeting

4th Offense:

- Expulsion

General Procedures

Attendance

The MIS classes operate under the Montessori premise that people learn through activity. When a child misses class time, he or she misses opportunities to engage in such activities. Thus, the process of learning is slowed. Not only do absences result in missed lessons that will have to be made up at a time when they might not be as effective, but they can also lead to distractions in the classroom.

If your child will not be in school for the day, please call your child's classroom to notify the teacher. Please let the school know between **8:00am and 8:45am** on the day of absence so that we can arrange accordingly.

Scholarships

We are pleased to be able to offer scholarships to many of our students here at MIS. We would like to ensure that all our families are aware of all that comes with receiving these wonderful scholarship awards. Attendance is a very important aspect of receiving a scholarship; therefore, we will be monitoring attendance monthly and will begin sending out notices if your child misses' school excessively. If there are any instances where MIS does not receive payment due to missing paperwork or missed days, the family will be responsible for making up the payment. Please do not assume that your child will receive a scholarship if you have not received any notice that funds have been disbursed.

Arrival and Dismissal

The time before class begins is very important for the teachers' daily preparation to ensure a pleasant and productive day. Please say goodbye to your child outside the classroom so as not to disturb the other students. School begins at **8:30am**. We request that the students arrive by **8:15am**. Children arriving after this time miss important information and begin their day feeling uncomfortable. Children who arrive on time have the opportunity to meet with classmates and organize their schedule before the work cycle begins.

Lower Elementary is dismissed at 3:15pm. Upper Elementary is dismissed at 3:30pm.
Children picked up after 5:30pm will be assessed a late fee of \$15.00 plus an additional \$15.00 for each quarter hour after that. Sign in sheets will be reviewed and you will be billed the additional time.

Car Line

ONLY the left side of the driveway is for Elementary parents. Please do not use/park on the right side of the driveway. **Please do not park, leave your car doors open and/or vacate your vehicle while in the driveway.** Please park in a parking space if you need to have a conversation with a staff member and/or walk into the classroom. Please be aware of and respectful of other cars and parents. Please be aware of children that may be walking to cars in the parking lot/driveway.

Snacks

Children at MIS are given key lessons throughout each day that help them to become functioning members of our society. Snack provides opportunities for the children to prepare food, eat with appropriate behaviors, and clean up after themselves.

In the upper and lower elementary classes, each child will be responsible for bringing their own snack each day. Fresh fruit or vegetables are preferred. Please talk with your child's individual teacher if you have any specific questions regarding what to bring.

Lunch

As we decrease the amount of garbage that we produce in the classroom, be conscious of how you pack your child's meal. A couple more containers and no plastic baggies will help immensely. Be sure to label all Tupperware and/or dishes that you send in with your child.

Lower & Upper Elementary students will need to bring in a cloth napkin, placemat, cup or water bottle and silverware in your child's lunch box or bag. These are intended to remain in the lunch boxes, and travel to and from school with the child each day.

Because each child brings his or her own lunch, providing a balanced meal for your child is important. Avoid candy, chips, soda, or other foods with excess sugar, additives, or preservatives. When preparing your child's lunch, consider whether each item would by itself provide significant nutrients to your child. If it does not, please do not include it. **Be sure to write your child's name on the lunch containers.** Lunch time is an opportunity for your children to receive many key lessons geared toward developing grace, courtesy, and independence. For this reason, please send containers that your children can open on their own. Due to insurance reasons, please do not send noodle cups or anything that needs boiling water. Foods that must be cooked for an excessive amount of time are not permitted. This is a Nut-Free Campus.

Clothing

Children should wear clothes to school that are appropriate for playing outside. Remember that we work with paints, oils, and solutions that can and do stain clothes. The Montessori classroom is a hands-on environment in which children learn about the results of their actions, thus gaining independence and responsibility.

- Students should not wear shoes, clothing, or hairstyles (Mohawks) that are distracting, or which interfere with regular school activities. No superhero shorts or shoes. If the teacher feels the child may be a distraction, that teacher will make necessary modifications.
- Shoes and sandals should have straps around the foot and heel and have covered toes. **Boots, shoes that light up, clog style shoes, and hard-soled dress shoes are not allowed.** They are too loud and distracting for the classroom and hurt when fingers are stepped on.
- Elementary students will wear an MIS t-shirt that may be purchased from the office.
- All girls must wear shorts or leggings under their dresses or skirts.

- All shorts and skirts must be no shorter than 4 inches above the knee. This applies to both boys and girls.
- **Hair must be off the face and pulled back while at school.** Excessive or costly hair adornments and jewelry are not allowed at school because they distract children from their activities and might get lost or broken.
- Hats and sunglasses are allowed for outside use; they must be left in the schoolbag during work time.
- Elementary students should have no dangling earrings.
- Hair must be a natural color.
- Body piercings, tattoos, and temporary tattoos are not acceptable.
- Students should not wear any clothing **that is ripped or has holes.**
- Every Friday we celebrate MIS Spirit Day, and the children should wear their blue or red Montessori Shirt.

Clothing should be comfortable and not inhibit any school activity. If children arrive inappropriately dressed, one of two things will happen, based on the dress code infraction. **Either parents will be called and asked to take them home to change, or your child will wear a school provided shirt over their clothing.**

Montessori International School does not discriminate because of race, religion, national or ethnic origin, color, age, military service, disability, or gender, except where exemption is appropriate and allowed by law.

Birthdays and Gifts

We do celebrate birthdays in the classroom. Please talk with your child's teacher for specific information.

If you are planning to have a birthday celebration for your child outside of school, **do not deliver invitations at school unless you intend to invite all of the students in your child's class.** We do not want other children's feelings hurt. Emails are the most convenient way to send out party invitations, especially if you are only sending to specific families. Therefore, in an effort to respect the privacy of our families, email addresses are the only piece of information that we will share with other members of our school community. If you prefer that your email, not be shared, please contact the office. Please remind your child not to discuss their party while at school.

Emergencies

Any type of injury on school property will be reported to the parents regardless of the nature or extent of the injury. If it is determined that the student is too ill or injured to remain at school, the parent/guardian or the designated emergency contact person will be notified immediately.

According to the AZ Health Department, children who have vomited, fever, developed rashes, taken antibiotics or otherwise sick need to remain out of school for **at least 24 hours**. Young children need sufficient rest before returning to school. Please keep this in mind when your child has a fever or other illness. Also, we are not approved to handle and care for sick children. If your child becomes sick while at school, he or she needs to be picked up within half an hour of the parent being notified. If the parent cannot or will not come within that time, then we will call the other emergency contacts that are listed on the child's blue emergency card. Make sure that your blue card is up to date. Let the office know if any of your phone numbers change. Blue emergency cards are very important to complete and keep updated with any changes that may occur throughout the year. All spaces should be filled in on the card. Each child is required to have two emergency contacts listed on their blue card. Per state guidelines it is also required that each student have medical information listed in the appropriate space. If it is discovered that there is not a blue card on file for your child or if there are any insufficiencies, you will be contacted immediately, and your child will not be permitted at school until this information is obtained. Immunizations must also be on file with your child's emergency card and kept up to date. Staff will not make any changes or additions to a child's emergency card.

Medication

When it is necessary for a student to take prescription medication during school hours, a parent/guardian must 1) fill out a prescription medical authorization form, 2) give the school specific directions for administration, and 3) furnish the medication in the original, properly labeled container, that indicates the student's name and proper dosage. Over-the-counter cold medicine and other non-prescription medication will **not** be given, unless requested by the parent. Please inform the teacher if your child is using any essential oils or cough drops.

Field Trips

Please wear your Blue MIS Shirt on field trips. One free shirt is given to each child upon enrollment; replacement shirts are available for purchase in the office.

Parent Participation

We are a community here at MIS and we encourage parent participation throughout the school year. We ask that all parents sign up to volunteer at least 10 hours of their time per year. There are various volunteering opportunities, from our annual festival to gardening. It is a great opportunity to meet other parents and to spend time with your children. Please talk to your child's teacher for more details. Families that are receiving scholarships will be required to attend workshops and parent education nights throughout the school year.

Communication

MIS will be sending out a quarterly newsletter which will provide information about the activities of the classes. Parents who need to speak with teachers may leave messages with the office and receive a call back at a more appropriate time. Please refrain from calling classrooms directly unless you have exhausted all other efforts. Teachers are not available to talk during class time. They will return your calls after school.

Car line is also not the time to catch up and conference with teachers. Please schedule time before or after class to discuss any items you may need to address.

In case of emergency, you may call the office at 480-890-1580 or email office@montessori-intl.org.

Elementary students will not be allowed to use telephones in the classroom without prior permission from a teacher. Phone time will be monitored and limited during class time. **Cell phones are not allowed in the classroom.** If your child would need to contact you for any reason, they will be allowed to use the school phone. Cell phones should only be sent with students that are walking or riding bikes to school and will not be allowed to be out during school hours. Any cell phones that are seen out will be taken and a parent will need to come in and pick it up directly from your child's teacher.

Miscellaneous

Items such as toys, fidget spinners or other "attention enhancing" tools, video games, magazines (or catalogs), jewelry, and make-up are significant distractions to the work that takes place at school. For this reason, these things are not allowed. They should not be in the classroom or on the playground. Additional items such as stickers and candy not only distract the children, but also encourage unpleasant interactions during which feelings are often hurt. Please do not send any of these particulars to school with your child. If noticed by the staff, they will be taken and held until a parent comes to retrieve them.

The use of tote bags has been very successful. They have encouraged the children to keep their personal belongings together as well as promote independence. Each child will be provided with one tote bag at the time of enrollment, and we encourage all to use them as they have proven to be very effective. Additional bags will be available throughout the year for \$12. Due to limited space, backpacks are not allowed in the Lower Elementary class.

2023-2024 Tuition Policy & Supply List

Tuition Schedule

Annual payments are due on or before June 1. Tri-annual payments are due on or before July 1, October 1 and January 1. Monthly payments are due on or before the first of each month for a period of ten (10) months, from August 1 to May 1. Payments must be submitted directly to the office by mail, phone, or in person. **Late fees will be assessed per FACTS Tuition Management.**

Registration Fee

There will be a nonrefundable registration fee of \$175.00 for new students. The director will conduct an interview with the child and parent for proper placement in the classroom. The fee for returning students will be \$50.00, which includes enrollment and insurance costs.

- *New Student Registration includes a one-time free school tote bag and school shirt.*
- *Additional School Tote Bags & School Shirts can be purchased in the office.*

Payment Processing

Tuition payments, Lunch order payments, and Field Trip Fees will all be processed using the FACTS Tuition Management System. Any additional miscellaneous payments (tote bags, school shirts, etc.) turned into the office will only be accepted through check, Visa, Discover or AmEx. MasterCard will only be accepted online through the FACTS system. The office will not accept cash.

2023-2024 Acceptance Contract

Please initial for each section of the Elementary Student Handbook that you have read and do accept the stated terms and conditions. Top portion is to stay attached, and will remain with the parent/s. The bottom portion should be filled out & returned to the child's teacher.

- | | |
|---|---|
| <input type="checkbox"/> Conferences & Grades | <input type="checkbox"/> Clothing |
| <input type="checkbox"/> Academic Integrity | <input type="checkbox"/> Birthdays & Gifts |
| <input type="checkbox"/> Consequence of Academic Dishonesty | <input type="checkbox"/> Emergencies & Medication |
| <input type="checkbox"/> Attendance & Scholarships | <input type="checkbox"/> Parent Participation & Communication |
| <input type="checkbox"/> Arrival & Dismissal | <input type="checkbox"/> Miscellaneous |
| <input type="checkbox"/> Snacks & Lunch | <input type="checkbox"/> Payment Processing |

I/We _____ the parent/s of _____
Have read and do accept the standards and conditions stated within the
MIS Elementary Student Handbook. Date: _____

Parent Signature

Parent Signature

This bottom portion should be filled out & returned to the child's teacher.

- | | |
|---|---|
| <input type="checkbox"/> Conferences | <input type="checkbox"/> Clothing |
| <input type="checkbox"/> Grades | <input type="checkbox"/> Birthdays & Gifts |
| <input type="checkbox"/> Academic Integrity | <input type="checkbox"/> Emergencies & Medication |
| <input type="checkbox"/> Consequence of Academic Dishonesty | <input type="checkbox"/> Parent Participation & Communication |
| <input type="checkbox"/> Attendance & Scholarships | <input type="checkbox"/> Miscellaneous |
| <input type="checkbox"/> Arrival & Dismissal | <input type="checkbox"/> Payment Processing |
| <input type="checkbox"/> Snacks & Lunch | |

I/We _____ the parent/s of _____
Have read and do accept the standards and conditions stated within the
2023-2024 MIS Elementary Student Handbook. Date: _____

Parent Signature

Parent Signature