



Parent/Student Handbook

Private Preschool

2025 – 2026 School Year

Dear Heartwood Families,

It is with warmth and gratitude that we welcome you to Heartwood Montessori! The following parent/student handbook is intended to provide you with some basic information about the school.

The staff of Heartwood is committed to serving your child and providing the highest quality educational environment for each child. In return we ask each family to commit to partnering with Heartwood to best support your child. To support this process, it is necessary for all families to become familiar with Heartwood programs and policies, as outlined in the handbook, and commit to following them.

Please do not hesitate to call if you have any questions about the content of this book or any aspect of your child's experience at Heartwood.

On Behalf of the Child,

Teresa De Andrado
Head of School

And

Sherri Sampson
Executive Director

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GENERAL INFORMATION

Heartwood 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.

Hours of Operation are: 7:30am to 5:30pm Monday through Friday.

Telephone: (480) 599-0137

Website: www.heartwoodaz.org

Federal Tax ID #: 82-2411118

Heartwood Montessori does not transport children to and from school.

Heartwood Montessori is a drug free, smoke free, and weapon free facility. No person shall possess or engage in the use of marijuana at Heartwood Montessori's facilities, vehicles, or events.

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

MISSION STATEMENT

Heartwood Montessori Charter School is dedicated to the development of well-rounded individuals who are proficient, self-confident and have ascertained the potential and desire for lifelong learning and improved academic performance through the implementation of the Montessori Method of Education.

ADMINISTRATION

Executive Director Sherri Sampson

Head of School Teresa De Andrado

Asst. Head of School Nikki Jackson

Administrative Asst. Charissa Burns

MONTESSORI PHILOSOPHY

Dr. Montessori wrote, "A child's work is to create the man he will become. An adult works to perfect his environment, but a child works to perfect himself." Dr. Montessori, a physician, educator and engineer developed an approach to education that would aid the

child in his work. The Montessori approach is based on careful observation of and respect for the natural development of the child and has been used in schools around the world for over 100 years.

The theory behind Montessori education is simple: Children want to learn. From birth to maturity, the child lives in what appears to be a chaotic world. He or she gradually establishes order by learning to distinguish the senses and develop their inner resources. The child who accomplishes this becomes a confident, self-assured learner. The main purpose of an authentic Montessori school community is to provide a carefully planned, stimulating environment which will help the child develop an excellent foundation for creative learning. Montessori classrooms provide a prepared environment where children are free to respond to their natural drive to work and learn.

One basic idea of the Montessori philosophy is that carried unseen within each child is the person that the child can become. To develop his/her physical, intellectual, and spiritual powers to the fullest, the child must have freedom - a freedom achieved through order and self-discipline. The child's world is full of sights and sounds that at first appear chaotic. From this chaos the child gradually creates order and learns to distinguish among the impressions that assail his/her senses, slowly gaining mastery of self and environment. Dr. Montessori developed what she called "the prepared environment." Among its features is an ordered arrangement of learning materials in a non-competitive atmosphere that helps each child develop at his/her own rate. "Never let the child risk failure until he has a reasonable chance of success," said Dr. Montessori, understanding the need to acquire basic skills before participating in a competitive learning situation. The years between two and six are those when a child learns the ground rules of human behavior most easily. These years can be devoted constructively to preparing the child to take his/her place in society through the acquisition of good manners, organizational skills, and work habits. Between the ages of six and twelve, the child is able to think abstractly, and is engaged and motivated by the imagination. Learning must challenge his imagination in order to be meaningful. Dr. Montessori recognized that self-motivation is the only valid impulse to learning. Children move themselves toward learning. The teacher prepares the environment, creates stimulating activities, and functions as the reference person and role model for the class. But it is the child who learns, motivated through the work itself, to persist in his chosen task. The Montessori child is free to learn because she has acquired an "inner discipline" from exposure to both physical and mental order. This is the core of Montessori's educational philosophy. Habits of concentration, perseverance, and thoroughness established in early childhood produce a confident and competent learner in later years. Historically, Montessori schools have taught children to observe, to think, and to make judgments. Montessori introduces children to the joy of learning at an early age and provides a framework in which intellectual and social discipline goes hand in hand. Through the elementary and middle school years, children in a Montessori environment acquire a strong academic and emotional base, allowing them to grow into capable young adults with integrity, intellectual honesty, and social grace.

COMMUNITY POLICY

The underlying foundation of Heartwood Montessori is to respect each individual and the environment. Our goal is to create a safe space for our students, staff and families, psychologically, emotionally and physically. To that end, our guiding light when dealing with sensitive/difficult topics is to make sure the individual feels seen and heard. As transgender and LGBTQ+ individuals consider joining the Heartwood Montessori community and parents/families have questions about these issues, we need to have answers. It is our policy that we treat all individuals with respect and dignity, regardless of our personal opinions/beliefs. Should a student ask to be referred to with a pronoun that is different than their biology, the adults in the environment will respect that request. It is important to let the student know that habits are hard to break so the adult will do their best and is open to reminders. We will not require the other students in the room to use the different pronouns; it will be their choice. Should this become an issue between students, the adult(s) will mediate the conflict as they would any other, focusing on listening to peers and respecting their opinions/choices even when we disagree. Treating children (our students) with respect and dignity and providing a safe space, in all ways, to meet their needs is the foundation of Montessori philosophy and, thus, will be the foundation of all policies affecting our community.

SCHOOL PARTNERSHIP AGREEMENT

Introduction

At Heartwood Montessori, we are committed to nurturing a culturally diverse community of students by providing access to an authentic AMI Montessori program. Our mission is to cultivate each child's natural capacities and talents, guiding them to become lifelong learners, thinkers, creators, and civic leaders. This agreement outlines the mutual expectations between the school and families to ensure a respectful, safe and enriching educational environment.

Parent/Guardian Expectations

Parents and guardians are expected to:

- Support and reinforce the school's policies and procedures.
- Communicate respectfully and constructively with school staff.
- Address concerns through appropriate channels, allowing staff adequate time to respond.

Unacceptable behaviors include:

- Disruptive actions that interfere with school operations.

- Use of offensive language or aggressive behavior.
- Threats or acts of physical harm toward any member of the school community.
- Damage to or destruction of school property.
- Abusive or threatening communication in any form directed at school personnel.

Such behaviors may lead to appropriate actions by the school, including legal measures.

CUSTODY ISSUES AND PARENTAL DISPUTES

Heartwood Montessori will not involve itself in custody issues or negotiations. The school will not act as the referee for parental disputes. It is the parents' responsibility to provide the school with a current copy of any custody orders and/or parenting plans. The school will follow the most current valid documents in its possession.

Under Arizona law (A.R.S. 25-403.06(A)), both parents are entitled to equal access to information concerning their child's education, upon reasonable request. The only exceptions are if a court order or relevant law states otherwise.

If a person other than the parent has been granted guardianship, the legal guardian is responsible for providing the school with relevant documentation, including the conditions of the guardianship.

ENROLLMENT

Families that attend the private portion of Heartwood Montessori are required to tour as the first step to enrollment. Families may be offered an opening after touring and must complete all documentation.

Upon acceptance of an offered position, a start date will be determined. It is Heartwood Montessori's practice to begin new students joining our community at the beginning of a school year on a rolling start to better support the child on their first day of school. This means that not all new students will begin on the first day of the new school year in August, rather in the days and/or weeks following. Administration will inform families of their individual start dates. If a child were to start mid-year, a start date would be selected in a similar fashion starting on a day that would set the child best up for success.

Families will have one week to confirm acceptance of enrollment and 30 days to submit all required documents. Students must have a complete immunization record per A.R.S. 15-872 on file prior to their first day of attendance.

Classroom Placement

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

Statement of Nondiscrimination

Heartwood Montessori admits students of any sex, gender identity, sexual orientation, religion, creed, actual or perceived race, color, national and ethnic origin, income level, athletic ability, proficiency in the English language, physical handicap or disability to all the rights, privileges, programs and activities generally accorded or made available to students at our school. In accordance with the Age Discrimination Act, Boy Scouts of America Equal Access Act, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Title II of the Americans with Disabilities Act of 1990, Title VI of the Civil Rights Act of 1964, and applicable state law, Heartwood Montessori does not discriminate on the basis of age, religion, creed, income level, athletic ability, proficiency in the English language, physical handicap or disability, actual or perceived race, color, national and ethnic origin, sex, gender identity or sexual orientation, in administration of its educational policies, admissions policies, scholarship, and athletic and other school administered programs and operations, and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding Heartwood Montessori's non discrimination policies may be sent to Teresa De Andrado, Head of School, 207 N. Mesa Drive, Mesa, Arizona, 85201, (480) 599-0137, Info@heartwoodaz.org. For further information on non-discrimination in schools, visit <https://ocrcas.ed.gov/contact-ocr>.

ATTENDANCE

It is important that your child is in class every day. Each child is an essential part of the classroom dynamics. Lessons are planned for children each day; thus, a child's absence impacts the schedule. If a student arrives late, they are missing out on valuable class time. If the child arrives after class time has begun, he/she must be checked in at the front desk by his/her parent, guardian, or authorized contact.

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

Absences or tardiness resulting from a chronic illness documented by a physician will be marked as excused. Please contact the front office for more information if your child has a documented chronic health problem.

Ten consecutive days of unexcused absences will be cause for automatic withdrawal.

CAR LINE PROCEDURE

We highly encourage families to participate in carline as it makes the students' transition into the classroom smoother and reduces separation anxiety. Parents wishing to walk their child to class must do so after the carline is over when a staff member is available to accompany them.

For the safety of the children please finish all phone conversations prior to entering the car line and refrain from texting while in the carline. Should you need to continue a phone conversation, please exit the carline and park. Once you have finished your conversation, you may re-enter the carline or pick up your child in the lobby.

Drop-Off Procedures

- Drop off starts at 8:15 AM and ends at 8:30 AM.
- Make your way through the sectioned off areas in the parking lot.
- Pull up to where the teacher is stationed.
- Teachers will open the correct door and assist children out of the vehicle.
- Children will always exit the vehicle on the same side as the school entrance.
- ***Please stay in your vehicle during the carline process.*** We ask all parents to follow these guidelines to assist with the efficiency of car line and with the safety and independence of the child.

Pick-up Procedures

- Pick-up starts at 3:00 PM and ends at 3:15 PM.
- Make your way through the sectioned off areas in the parking lots.
- Pull up to where the teacher is stationed.
- Teachers will open the car door, allowing children to enter on the correct side. If needed, the teacher will assist the child into their booster/car seat.
- Once children are safely inside the vehicle, the teacher will close the door.
- Teachers may not buckle children. If your child needs assistance, please pull up or into a parking spot to buckle your child. Not following these guidelines will result in a

back-up.

Half-Day Procedures

- Pick-up starts at 11:45 AM and ends at 12:00 Noon.
- Pick-up is in the same carline as regular day.
- Pull up to where the children are stationed.
- Staff will open the correct door and assist your child into the vehicle.
- Please stay in your vehicle during the carline procedure.

Late Drop-Off/Pick-Up Procedures

- If you arrive after morning car line ends, you must park your car, walk your child to the office, sign them in for the day and wait for a staff member to assist your child to class.
- If you arrive after pickup car line ends, you must park your car, walk to the office, sign your child out and wait there for your child.

Before Care Procedures

- Park in the north parking lot and walk your child to the north side office door.
- A staff member will greet your child and assist them to before care.

After Care Procedures

- Park in the north parking lot and walk to the north side of the office..
- Please wait outside the gym until a staff member releases your child to you..

SIGN IN/OUT

Any student arriving late or leaving early must be checked in/out by a parent/guardian or designated individual (18 years and older). If someone other than the parent is signing a child in and/or out, the school must have written permission on file. Photo identification is required from any adult who is not known to school personnel and who is signing a child in/out.

DISMISSAL

Heartwood 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 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.

CHILD FIND

Child find is a component of the Individuals with Disabilities Education Act (IDEA '04) that requires Heartwood Montessori to locate, identify, and refer for evaluation all children with disabilities, aged birth through 21, located within its boundaries of responsibility who are in need of early intervention or special education services. Child Find applies to children who are: suspected of having a disability even though they are advancing from grade to grade; highly mobile, such as migrant and homeless; wards of the state; private school students; and homeschool students. Children under the age of 3 will be referred to AZEIP and children 3 and older will be referred to the local public school district based on the family's address.

STUDENT HEALTH AND WELLNESS

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 parent's 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 in SchoolCues and the front office.**

We cannot admit your child to school if one or more of the following conditions exist:

1. The illness prevents the child from participating comfortably in normal school activities, including outdoor play.
2. The illness/injury requires more care than teachers can provide without compromising the health, safety, and supervision of the other children in the class.

3. The child has a body temperature of 100.0 degrees or greater.
4. Symptoms and signs of possible severe illness, such as lethargy, abnormal breathing, uncontrolled diarrhea, vomiting, unexplained rash, mouth sores with drooling, behavior changes, or other signs that the child may be ill.
5. A health-care professional has diagnosed the child with a communicable disease.
6. Students with pediculosis (lice infestation) shall be excluded from school until treated with a pediculicide. The student must be checked by Administration before re-entering the classroom.

Children should come to school healthy. Children may not return within 24 hours after displaying vomiting, diarrhea, or a fever over 100.0 degrees (without fever reducing medication). If your child develops a fever, or shows other signs of illness during school hours, you will be called to arrange for him/her to be picked up. Children with communicable diseases as defined by Arizona Department of Health Services may not come to school, nor be readmitted until the recommendations by the Arizona Department of Health Services have been met.

Medical Emergencies

In the event that a student needs emergency medical attention, 911 will be called. The parent or person responsible will be notified. If it is necessary to transport a child to the hospital, a staff member will accompany the child and remain with that student until one of the parents (or someone designated by the parent) arrives at the hospital. Staff members with current CPR/First Aid training are always present on campus and will administer aid whenever necessary.

Medication

1. A designated staff member is responsible for the administration of all medications including storing, supervising ingestion, and recording the dosage.
2. The administration of medication is not permitted unless the child's parent completes a medical consent form, except for an emergency administration pursuant to ARS 15-157 (epinephrine), ARS 15-158 (inhalers), or ARS 15-341(A)(43) (naloxone hydrochloride/any other opioid antagonist). This form can be obtained in the front office and on SchoolCues.
3. Prescription medication will only be administered from a container dispensed by a pharmacy and non-prescription medication will only be administered from a prepackaged container labeled for use by the manufacturer and labeled with the

enrolled child's name. No medication will be administered that has been transferred from one container to another.

4. Medication is to be brought directly to the office by an adult. **It is NOT acceptable to send medication, Chapstick, cough drops or vitamins in a child's backpack, lunchbox, or pants pocket. This is a serious health hazard to the other children on campus.**

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, provided the student's name is on the prescription label, on the medication container, or on the handheld inhaler device.

There is a specific protocol in place to make the determination as to whether a particular student demonstrates the skill and level of responsibility to be able to carry medication and to self-administer medication for symptom self-management. An Individual Asthma Action Plan is developed for each asthma student with input from the health care provider, parent, teacher and student. Related forms can be obtained in the school office. It is the parent's responsibility to initiate this process. Students are not allowed to carry medication until the forms have been completed and approval given. The new law regarding students carrying asthma medication requires parents to provide annual written documentation authorizing the student to possess and self-administer a handheld inhaler.

PERSONAL BELONGINGS

Some children like to bring something from their home environment to school as a part of themselves to place in the new environment. We want to honor this urge and at the same time, be sure that what the child brings leads to a positive experience.

Things to bring to school; flowers, items from nature, things of interest to share with the class (example cultural or scientific artifacts or objects) if you have any doubt, please contact your child's teacher.

Please do not send any live animals unless it has been arranged with the teacher. Please leave all toys, stuffed animals, music, card collections, money and personal electronics at home.

SCHOOL CAMPUS VISITS AND OBSERVATIONS

All visitors and parents must check in at the office, present photo identification, and obtain a visitor's badge. Parents have access to the areas where their enrolled child is receiving childcare. Visitors and parents will be accompanied by an employee throughout the entire duration of their stay. All visitors and parents must check out and exit the school through the front office.

Classroom observations should be scheduled ahead of time by contacting the front office. Audio or video recording is not permitted. Cell phones must be checked in at the office.

BIRTHDAYS AND CELEBRATIONS

Birthday celebrations are a time to celebrate through a special ceremony of the child's life and their journey in life. The child takes "trips around the sun" as the teacher helps them recount the milestones in their life. This is a time to honor children with their peers. The birthday children will prepare a "treat" for their peers. No party invites, treats or gifts may be distributed at school.

At Heartwood Montessori, we believe that learning about different cultures is an important aspect in developing appreciation for oneself and others. Throughout the year, we present lessons and activities that give children opportunities to personally experience other cultures. Children are exposed to celebrations as stories and experiences. When possible, we invite representatives of a particular culture to share their experiences with the children. The opportunities to taste, dance, and sing about diverse cultures lead to lifelong appreciations for cultural experience. We do not have holiday parties in the classroom (i.e. Halloween, Valentines Day or Christmas).

HOME PREPARATION OF LUNCH

At Heartwood Montessori we place an emphasis on good nutritional health, including children participating in making their daily lunch. Children learn about food and their importance in building healthy bodies and minds. Please provide a choice of foods that are as close to their natural form as possible. Fresh fruits and vegetables, dairy products and whole grains are all good examples. Heartwood Montessori supports a "no bar code" lunch policy. Please do not send "squeezable pouches" for children to suck food out of as we promote the use of utensils and dishware at lunch.

It is our preference that all lunches and foods brought to school should be in reusable glass containers that the student can manage to open. This promotes healthy eating as well as less product waste to the environment. The lunch container must include a "cool

pack,” as the lunches will not be stored in the classroom refrigerator. It is recommended that hot foods be sent in a thermos. Lunch boxes should be in a solid color or a design/print. Please refrain from bringing lunch boxes portraying characters or logos.

Granola bars, chips, pretzels, goldfish, soups, peanut butter, applesauce, yogurts, and cereals should be all natural with no/low sugars. Students should have a balanced lunch that includes a protein, fruit/vegetable, and grain.

Lunch is an important community time for children. We emphasize Grace and Courtesy and Practical Life activities during this time. Children set the tables with placemats, tablecloths, silverware, napkins, plates and/or bowls, glasses and flowers. A separate table will be available, if requested, for children with food restrictions due to allergies.

Children bring their lunches and are to follow school policy by bringing nutritious food. Children are expected to eat from their plates and return containers and plastic bags to their lunchboxes. Each table waits until everyone at the table is prepared to eat. We work hard to make this the most pleasant and relaxing social time possible. All children are not to bring beverages; we will provide whole milk and water.

Due to severe and potentially unknown allergies, students do not share food at school. Furthermore, due to the coordination and being conscientious of staying in ratio, no sharing of food also extends to siblings. If a child does not come to school with lunch, the office will call the parent to notify them and offer solutions.

In an effort to cut down on waste and as a way of enhancing the child's interest in being environmentally friendly, the children will return uneaten food, containers and plastic bags to their lunchboxes. By returning these items to the lunchbox, the parent can see whether they are packing too much food, as well as how much waste they may have generated.

COMMUNICATIONS

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 from the child's teacher and Heartwood Montessori.

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

FREEDOM WITH RESPONSIBILITY

The balance of freedom and responsibility is essential to form a harmonious community. It is freedom with responsibility that leads the individual to self-discipline. In the classroom the child is allowed to make those choices, which are dictated by his sensitive periods and inherent developmental needs. We must not restrict the child too much or direct him too little otherwise his intellect and personality will not become integrated.

The freedoms of the individual must not infringe on the rights of the others in the group; therefore, the teacher must make sure the freedoms of the child are balanced with rules for courteous and considerate behavior.

Montessori is very clear that behavior, which is unbecoming or harmful to others or to the child himself, is unacceptable. The freedoms in the classroom must have logical limitations, to which the child should feel inclined to conform. The rules that we set must serve the child for life.

We have specific rules in the class with certain limitations:

1. The child is free to choose his work from the lessons s/he has been presented with as long as the material is available and used appropriately.
2. The child is free to work as long as s/he wishes according to her/his own timing and rhythm. There are few limitations to this freedom, except for the essential events of the day, in which the child is required to participate.
3. The child is free to move about. S/he may work where s/he wishes, in any part of the room. S/he may work at a table or on a mat on the floor. S/he may approach other children, and if appropriate may even work outside. This freedom must never be a license for producing noise or disorder. The child is not allowed to move in a way that disrupts other children.
4. The child is free to interact and communicate, which brings about a natural socialization process. The child's voice must not be so loud that it produces a noise level that disturbs other children in their work. The child must also learn not to interrupt another child who is working.
5. The child is free to repeat. We introduce the idea of repetition and keep encouraging it. The reason for this is because people move quickly from one thing to another in our fast-paced society.

We can see clearly that freedom in the classroom is not the freedom to be disorderly or undisciplined. The rules are made clear mostly through lessons of grace and courtesy.

POSITIVE DISCIPLINE

When we find it necessary to correct a child's behavior, we must follow a logical plan. Correction must not be chastisement. Children learn self-discipline if they live under a positive plan of discipline.

For a plan of discipline to be successful the child must not only understand the rules but must also wish to conform to them. Unacceptable behavior can have three types of consequences. The Incident/Accident form will be used to inform parents as needed.

1. Natural Consequences are natural results of inappropriate action. The child learns from natural consequences without the humiliation of being scolded or corrected by the adult.
2. Logical Consequences are decided by the adult and are not to be administered as punishment. They must have a logical relation to the misdeed and usually restrict the freedom that has been abused. The teacher will offer a positive learning experience. The child, when asked to correct his actions, needs encouragement and when a logical consequence fails, it may be that the child perceives the situation incorrectly.

At times it may become necessary to deal with chronic disruptive behavior. If the guide is having difficulty with a child, they will spend time observing and documenting the situation to better understand the child's needs. The guide will notify administration in writing that the child is experiencing difficulties. Communication between guide, parents and administration is vital to understanding and correcting/redirection of undesirable behavior. Parents will be contacted and asked to come in for a conference to discuss the difficulties and establish a plan of action to support the child and correct the misbehavior. The plan of action will be implemented and progress communicated to parents and administration. On rare occasions, if it is determined that the Heartwood Montessori program can no longer meet the needs of an individual child, the family will be notified in writing of the last day the child can attend.

NO TOBACCO POLICY

1. Heartwood Montessori is a **NO SMOKING** facility.
2. Tobacco products are prohibited on school grounds, inside school buildings, in school parking lots or playing fields, in school buses or vehicles or at off-campus school sponsored events.
3. Heartwood Montessori does not allow any clothing or other materials that promote the use of tobacco.
4. "Tobacco" includes tobacco products, tobacco substitutes, electronic cigarettes, other chemical inhalation devices, or vapor products.

DRESS CODE POLICY, UNIFORMS AND APPEARANCE

Policy

All children must come to school with a clean, neat appearance and be dressed in an appropriately fitting uniform. Clothes should be able to be taken off and replaced independently by the child.

Parents will be notified by phone or email if a student is not in compliance with dress code. In the event that a student does not adhere to the dress code again, the parents will be asked to deliver appropriate items to the office in a timely manner.

Uniforms

Shirts:

- Approved, solid (forest) green color polo shirts.
- Solid long black or white T-shirts or camisoles worn underneath the uniform polos are acceptable as they provide extra warmth. A solid t-shirt/camisole that provides a layered look is an acceptable and modest style. These shirts should be black or white and contain no logos, prints, or characters.
- Polo shirts must extend below the waistband. The fit or style of the uniform polo may not be altered. For instance, knots, bows, sequins or rubber bands may not be added to alter the uniform.

Pants, Shorts and Skorts:

- Students may wear cotton or cotton-blend chino or twill in only khaki or black solid colored pants, shorts, cargo shorts, skorts or capris.
- Examples of unacceptable bottoms include, but are not limited to basketball shorts, sweatpants and blue jeans.

Dresses and skirts:

- Approved, Khaki or tan jumpers worn along with the polo shirt.
- Polo collared dresses in the approved Heartwood Uniform green color.
- Dresses and skirts must always be worn with bike shorts, cartwheel shorts or tights, in solid black, white, or khaki tan color. Even if the student wears diapers, we recommend shorts be worn.
- Solid leggings or tights may be worn under dresses or skirts in cold weather. These should be black or white and contain no logos, prints, or characters.

Outerwear:

- No prints, characters, or logos allowed. Sweaters or jackets should be a solid color.
- On very cold days, any heavy solid color outerwear may be worn outside, but for inside warmth, students should bring approved sweaters as described above to wear in the classroom.

Shoes:

- Acceptable shoes are athletic shoes that must be close-toed.
- Examples of unacceptable footwear include rolling shoes, slippers, flip-flops, light up shoes, character shoes, crocs, and boots.
- Socks, leggings, and tights are to be of a solid color, with no designs and with no characters represented.

General Appearance:

- Children must be well groomed.
- Nails must be trimmed.
- Hair must be a natural color.
- Jewelry is limited to a single earring.
- Uniforms must be neat, clean, in good repair, and appropriately sized.

TECHNOLOGY & INTERNET

Use of Electronics

We ask parents to not use cell phones in any way, including texting or gaming, when at Heartwood Montessori. Arrival and dismissal are important transition times for children. Many children are overjoyed to see their families after a busy day and often have something to share with you. As a demonstration of respect for the child, please give your child your undivided attention during these transitions. The staff also pledge to use cell phones only when on breaks and away from the children.

PEST CONTROL PROCEDURES

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

CHILD ABUSE REPORTING

Per state law, school employees must report suspected cases of abuse, neglect, non accidental injury, or sexual offenses against children to Child Protective Services (CPS) and/or local law enforcement agencies as well as to the Head of School or Assistant Head of School. Where parents are the alleged abusers, school personnel are not to notify parents; Child Protective Services and law enforcement agencies are responsible for notification. Should the alleged perpetrator be other than a member of the child's family, school personnel shall follow reasonable notification procedures. Any child who is a suspected abuse victim shall be made available to either CPS or the Police Department for questioning. The investigating agency will determine whether school personnel should be with the child during questioning. The CPS worker and/or the police may interview the child and all other children residing in the home on school grounds outside of the presence of school personnel. They may conduct interviews of the child without permission or notice to the parents where the suspected perpetrator is a family member. CPS has the authority to obtain school records upon written request. State law protects individuals required to report suspected abuse from civil and criminal liability.

To report suspected abuse and neglect of children call the Arizona Department of Child Safety Child Abuse Hotline at 1-888-SOS-CHILD (1-888-767-2445). For any emergencies, call 911. For more information on reporting child abuse visit AZDCS.GOV.

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

Every homeless student shall have access to the same educational opportunities as students who are not homeless. A student identified as homeless has the right to immediate enrollment, the opportunity to remain enrolled in their school of origin, selection of their school of choice, participation in programs for which they are eligible, transportation assistance and dispute resolution.

Contact Heartwood Montessori's McKinney-Vento liaison for homeless status qualification or information. For additional information visit www.azed.gov/homeless/

NON-DISCRIMINATION AND NON-RETALIATION POLICY

Heartwood Montessori must maintain an educational environment for its students that is free from unlawful discrimination and harassment. Heartwood Montessori will promptly investigate allegations of discrimination and discipline individuals found to be in violation of

the school's equal educational opportunities policies.

Heartwood Montessori will not tolerate retaliation against any person who files a good-faith complaint of discrimination or harassment, regardless of the outcome of the complaint. The school will not tolerate retaliation against any person who participates in the investigation of a harassment or discrimination complaint against another person. Any perceived retaliation should be immediately reported to the school for investigation.

If you believe your child has been subjected to unlawful discrimination or harassment, please contact Heartwood Montessori at (480) 599-0137.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT

Heartwood Montessori has developed an Asbestos Management Plan pursuant to the Asbestos Hazard Emergency Response Act (AHERA) 15 U.S.C. §§ 2641-2656, a copy of which is located at the front office and available for public review. Heartwood Montessori's Asbestos Management Plan includes information on inspections and any response actions taken or planned regarding asbestos in the school. Please contact the front office at (480) 599-0137 for further information about Heartwood Montessori's Asbestos Management Plan.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) ANNUAL NOTICE FOR DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA) requires Heartwood Montessori, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Heartwood Montessori may disclose appropriately designated "directory information" without written consent, unless you have advised Heartwood Montessori to the contrary in accordance with Heartwood Montessori's procedures. The primary purpose of directory information is to allow Heartwood Montessori to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, Heartwood Montessori is required to provide military recruiters, upon request, with a student's name, address, and telephone listing, unless parents have advised Heartwood Montessori that they do not want their student's information disclosed without their prior written consent.

If you do not want Heartwood Montessori to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify Heartwood Montessori in writing within the first three weeks of the school year (or within the first three weeks of enrollment for students that enroll after the first three weeks of the school year). Heartwood Montessori has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

PARENTAL ACCESS TO STUDENT RECORDS

Parents and guardians shall have access to all written and electronic records of Heartwood Montessori or a Heartwood Montessori employee concerning the parent's or guardian's child and to all electronic accounts of the parent's or guardian's child, including all of the following:

1. Attendance records.
2. Test scores of school-administered tests and statewide assessments.
3. Grades.
4. Extracurricular activities or club participation.
5. Disciplinary records.
6. Counseling records.
7. Psychological records.
8. Applications for admission.
9. Health and immunization information, including any medical records that are maintained by a health clinic or medical facility operated or controlled by Heartwood Montessori or that are located on its property.
10. Teacher and counselor evaluations.
11. Reports of behavioral patterns.
12. Email accounts.
13. Online or virtual accounts or data.

These records must be given to parents or guardians within ten (10) days of receipt by Heartwood Montessori of a written request.