



# Parent Handbook 2026–2027

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## About this Handbook

This Parent Handbook (“Handbook”) serves as a guide to the policies, procedures, and operations of our School (“School”). The Handbook highlights the expectations and practices that support every student’s academic achievement, and School community’s safety and well-being. Location- or state-specific information may be communicated separately through School’s agreements, policy documents, or other official communications (“School Policies”). Please follow those School Policies alongside the general policies and guidelines described in this Handbook.

### A Note on Terminology

Throughout this Handbook, “Parent(s)” or “you” refers to a student’s Parents, legal guardians, and caregivers identified in the student records. We encourage Parents to review this Handbook carefully, together with the student. References to a “School Leader” includes a Head of School, Assistant Head of School, Business Manager, or another administrator at School.

### Purpose and Scope

This Handbook is intended to summarize our general policies and practices as of its publication date. Because no single document can anticipate every situation, School retains discretion to implement additional or different processes depending on the facts and circumstances of a given situation. This Handbook supersedes all prior policies (whether written or oral, expressed or implied) if there is a conflict. The policies in this Handbook set forth the general expectations regarding a student’s enrollment at School, but they do not form a contract between School and the Parents or students.

### Updates and Revisions

We review and update this Handbook at least annually. We expressly reserve the right to revise or update any portions of our Handbook at any time, with or without notice, unless otherwise required by applicable law. We have also made every reasonable effort to ensure the policies in this Handbook comply with all applicable state, federal, or local laws and regulations, and we will interpret and administer them accordingly if any ambiguity or conflict arises.

### Confidentiality

Finally, this Handbook is shared with you to support you and your student this School year, and it will remain a property of School. To protect the privacy, safety, and interests of our community, this Handbook may not be used for any other purpose or distributed for commercial use.

# I. Welcome

## Our Mission: A Joyous Student Today and a Successful Adult Tomorrow

We help each student acquire the essential knowledge, thinking skills, and strength of character necessary to flourish as joyous students today, and as successful adults in the future. Our goal is to impart the knowledge, skills, and love of learning that will ensure our students' success throughout their education—and their adult lives. We strive to nurture:

- Clear, independent thinkers and doers who possess the knowledge and skills to succeed
- Confident, articulate communicators who write and speak with ease
- Motivated, ambitious learners who eagerly embrace new challenges
- Benevolent, moral individuals who respect themselves and others

We are committed to providing a loving, safe, and secure environment in which the unfolding of your student's potential can be nurtured. Each student's efforts are encouraged and appreciated so that intellectual, moral, creative, physical, and social growth flourishes.

## Non-Discrimination Statement

Our School does not discriminate on the basis of race, national or ethnic origin, sex, gender, color, disability, religion, or any other characteristic protected by applicable law in the administration of its educational programs and admissions policies.

We are proud to serve a diverse community and are committed to ensuring every student has access to an excellent education in our programs. As part of that commitment, we offer all programs and services on a non-discriminatory basis, and we will make reasonable modification to support students with disabilities as defined under Title III of the Americans with Disabilities Act ("ADA"). For more information on our ADA Modification Process, please reach out to your School Leader.

## II. Curriculum and Programs

### Proprietary Curriculum

Our School employs a proprietary curriculum (“Curriculum”). Developed by Dr. Maria Montessori, an Italian physician and educator, the Montessori Method of education allows students to experience the joy of learning and self-discipline from an early age. Our Montessori program for Grades 1 through 8 is tailored to facilitate older students to engage their imagination, pursue abstract concepts and the “why” of everything, and to learn not only from their teachers but also from their peers.

Parents and students understand that Curriculum and related materials supplied to students at School contain intellectual property which is the sole and exclusive property of School. In some instances, certain information and materials provided or used by School constitute or contain intellectual property owned by third parties, and that School’s use and distribution of such information and materials is pursuant to a license. Students, Parents, or their family members are not permitted to use or distribute such information or materials other than for use in connection with their student’s attendance and participation in School classes and activities.

### Elementary ~ Middle School: Grades 1 through 8

The individualized Montessori approach allows each student to progress through academic knowledge and skills at their own pace, as they cover the core subjects of language arts and literature, art, music, math, science, history and geography. Our students have autonomy (“freedom within limits”), can persist in their work to mastery, engage with other students, and learn to plan, organize and manage their time. Thus, they also acquire critical life skills, in addition to a solid academic foundation. Whether students move on to another School after 6th or after 8th grade, they are well prepared to flourish not just in School, but for life.

Below are descriptions of these schedules:

- **Academic Year Program (Late August/early September through early to mid-June)** Students can begin the Academic Year Program any month throughout the academic year, subject to space availability. Holiday care is *not* included with this program.
- **Summer Program (Mid-June through early to mid-August)** Students enrolled in the academic year program may enroll for Summer programs, subject to space availability.
- **Holiday Care Days** Holiday Care is offered all day (generally from 7:30 am - 5:30 pm) for students in our extended day programs. All other students must follow their regular daily schedule. Care may be available to other students (subject to space availability) with advanced reservation, but not guaranteed.
- **Closure Days** – There are days School is fully closed for students. Please refer to the calendar for closure dates.

**\*Program Hours: Elementary and Middle School**

8:00 am - 8:15 am	Arrival time; 8:25 am Roll Call
8:30 am - 12:00 pm	Morning Session
12:00 pm – 12:45 pm	Lunch
1:00 pm – 2:55 pm	Afternoon Session
3:00 pm	Dismissal
3:00 pm – 6:00 pm	Afternoon Extended Care & After-School Programs ( <i>registration required</i> )
6:00 pm	School Closed

\*School Programs and School operating hours may vary due to unforeseen circumstances.

## Optional Extended Care, After-School Programs, and Holiday Care

### Extended Care

Students may be enrolled in our daily Extended Care program. This program includes outside playtime, an opportunity to complete homework independently, and games.

### After-School Programs

Parents will have the option of enrolling their students in a variety of fun or educational after-School programs appropriate to various ages, such as dance, soccer or art. Program offerings vary by year and by School.

### Holiday Care

Our Holiday Care for *Academic Year* students is offered on several days that School is not in session, except on closure days listed on School calendar for an additional daily fee (\$100). Holiday care requires advance sign-up and runs only if a minimum number of students are enrolled. Details about Holiday Care, including the operating hours and the reservation system, will be provided by School in advance of each scheduled Holiday Care Day. Please notify us if your student will not be attending, so that staffing can be adjusted.

## Our Classroom Experiences

The Curriculum is designed to respond directly to how students learn and to address the whole student, beyond academics. Our pedagogy authentically follows the work of Dr. Maria Montessori from infancy through 8th grade. Our authentic approach to Montessori includes:

- Mixed-age classrooms, such as Primary (Ages 3 to 6, including Kindergarten) and mixed-age Elementary rooms (typically, Grades 1st to 3rd and 4th to 6th)
- Extended, unstructured time for students to explore activities deeply, without pull-out classes or other interruptions that disrupt a student's focus and flow
- An investment in high-quality Montessori materials for each age group, with traditional toys offered primarily during aftercare hours, not during class time
- Retention and training of the classroom teachers, most of whom have undergone the demanding, year-long training courses offered by the Association Montessori Internationale (AMI), the American Montessori Society (AMS), as well as other training courses approved by the Montessori Accreditation Council for Teacher Education (MACTE).

## Assessments

In line with the Montessori principles, we prioritize observation as the primary means of assessing student development. This approach allows educators to holistically evaluate each student's progress across academic, social-emotional, and learning experiences that cater to the unique needs of every student.

To complement our observation-based assessments, our educators may use a formative assessment protocol, i-Ready, for elementary and select Kindergarten students. This tool provides additional insights into students' academic growth, enabling educators to tailor instruction effectively. The i-Ready protocol will be implemented in a manner that aligns with Montessori values, ensuring minimal disruption to the classroom environment and maintaining the integrity of our educational philosophy.

## Monitoring Your Student's Progress: Conferences and Progress Reports

The academic year is divided into two semesters of approximately 90 instructional days each. The first semester spans from the end of August through December, the second from January through early June. You will receive communications from the teachers during each semester, sharing information about the student's experience or the class as a whole. To ensure that Parents and teachers have a regular opportunity to discuss each student's needs, academic progress, and social development, parent-teacher conferences are held in the Fall and Spring. Please review School calendar and plan to attend on the scheduled conference date(s), if at all possible, as it can be difficult for teachers to schedule make-up conferences. Written progress reports are distributed to Parents twice a year.

## Homework

Homework helps students accept full responsibility for their own learning—and provides a concrete understanding that their responsibility spans their time both in and outside their classroom. The amount of time that students spend involved in cognitively passive and instant-gratification activities

(e.g. video games, some forms of iPad use, and television viewing) has an impact on their ability to focus and engage in demanding mental tasks. We strongly recommend that such activities be limited to a few hours on the weekends. In contrast, such activities as playing with friends, conversing, playing board games, reading, building models, and participating in sports build social, intellectual, and physical skills. Unstructured time for play, relaxation, and pursuing activities of the student's own choosing is an important part of daily life.

Students should have all the information, supplies, and lessons to complete assigned homework independently. If the student is not prepared to do homework independently, please be sure to let the teacher know.

### Grades 1–3

Academic learning for lower elementary students happens largely through using and exploring through the scientifically designed Montessori materials in the classroom. Elementary students have strong drive to participate, interact with others, in all areas of life. It is important that students have continued opportunities at home to assume responsibility, manage time, and choose activities wisely. The students need a "prepared environment", with interesting and inspiring tools, games, and activities at home as well as at School.

We rarely assign homework in the Lower Elementary program. Students are expected to spend the majority of their time at home with you and family members, caring for their environment, preparing meals together, and engaging in activities that spark their interest. Teachers may occasionally suggest homework to support their lessons and transfer skills from School to home. Students may also choose to bring work home or do research at home when they are particularly enthusiastic about a project.

Reading is the most important homework activity for lower elementary students. We encourage you to set aside time to read with your elementary-aged student daily. Choose books you both enjoy and allow the stories and characters to provide lead-ins for spontaneous conversations.

### Grades 4–8

The productive nature of our School day results in less homework at night, but homework still plays an important role in the education of your older student. Homework gives students extra time to complete work that does not require teacher involvement (e.g. reading, practicing previously learned math skills, completing longer writing assignments, studying for tests or quizzes).

The amount of homework your student receives depends upon his or her grade level, learning style, and the speed with which he or she masters in-class work. Parent involvement should be limited to such situations as quizzing your student to support their regular review process, working with him or her to schedule homework time during evenings and weekends, and occasional guidance. If your student is struggling to complete his or her homework due to quantity or level of difficulty, please contact your student's teacher, rather than becoming overly involved in your student's work process. Teachers will work with each student, re-teaching material and/or adjusting workload where necessary.

On a given night, if your student cannot complete his or her homework due to extenuating circumstances, please send a signed note to the teacher the next day. Teachers will keep Parents informed about incomplete or rushed homework.

If completing homework becomes an ongoing issue for your student, we may ask your student to complete homework during recess time, contact you to let you know of the situation, and then set a meeting with Parents, student, teacher, and the head of School to develop a plan to support the student.

To encourage personal responsibility, we do not permit students to make phone calls home to request that forgotten homework be brought to School.

To prepare our 7th and 8th grade students for high School expectations, tardy work that is not accompanied by a doctor's note could be penalized with a specific percentage deduction for each day it is late. This policy applies to late homework and assignments, as well as to missed tests, quizzes, and presentations. Please speak to School Leaders or teacher for further details.

### III. School Communications

#### Transparent Classroom

Our School uses a web-based Transparent Classroom ("Parent Portal"), designed specifically for Montessori schools for recordkeeping and parent communication.

Parents typically receive communication about their student engaged in learning through the Parent Portal. You have access to information about the student's daily routine as well as photos and brief description of a learning highlight from that day. Parents also have access to a database of lesson descriptions and a classroom directory.

#### Publication Rights to Images and Recording

We are very proud of our students and their many academic and co-curricular accomplishments. Over the course of School year, students and their schoolwork may be included in pictures, videos, or articles promoting School. Upon signing the Enrollment Agreement, Parents grant School permission to use photographic images (video or still), audiovisual recordings, verbal statements, and School-related work (e.g., art, written work) of students and Parents in School publications (whether in print or online), School website, social media, other marketing collateral, or other School-related materials. Parents wishing to opt out of this should contact School Leader. Please see the enrollment agreement for more details.

Also, while we do our best to monitor media coverage of School, please be aware that from time-to-time media companies and other individuals over whom we have no control may take photos or videos of School, students, faculty, and Parents while engaged in School-related activities, both on and off campus. Please be aware that should students participate in any School or public event in which other Parents, the community, or media are present, School has no control over photographs or videos taken.

Members of School community (e.g., students, Parents, related individuals) may not create and/or run social media accounts, websites and/or email addresses that refer to their enrollment in School or any School activities, or that have School's name in the title of the account, without the advance written consent of School. Any member of School community who is found to be operating an unauthorized social media account, website, and/or email address must immediately delete the account, website, and/or email address, and such actions may be considered a violation of the Handbook.

To respect the privacy of minor students and our staff, please do not post any recordings you take at School or at School-related events.

## IV. Enrollment Policies

### Enrollment Forms

#### Enrollment Agreement, Emergency Contacts, and State-Required Forms

Parents must complete and submit **all required documentation** for their student including the application form, enrollment agreement, authorized person(s) for pick-up and drop-off, emergency contact form for the student. Additional forms may be required by your state or School (such as medication authorization, certificate of birth/adoption or other form of identity and age). Please notify School if there is any change to the information provided on these forms, so that School has the most up-to-date information on file.

Each student's emergency contacts and the additional person(s) authorized for pick-up and drop-off must always be kept current. If you or any of the contacts have moved or have changed their contact information, please notify School immediately. We release a student only to those adults (18 and older) who have prior authorization. If someone other than the previously authorized individuals will be picking up your student, we must have verifiable written permission from you. Photo identification is mandatory for anyone unknown to the staff. A student will not be released without confirming the identity and authorization of the person picking up. Please also review the information on the Parent Portal and update as needed.

School is not responsible if you fail to update information related to the student's enrollment and academic records. Parents are also required to submit the enrollment paperwork and related fees to continue the student's enrollment next School year, regardless of the date of the enrollment paperwork for the current School year.

#### Medical & Immunization Records

Prior to enrollment, all students must have an updated medical form on file, including a current list of state-required vaccinations and screenings. Updated immunization records must be kept on file throughout School year, in accordance with applicable state requirements.

Per California law, we cannot accept personal or religious exemption to immunization. Students seeking a medical exemption must obtain medical exemptions through [CAIR-ME](#) and the student's health care provider, prior to the first day of attendance and must acknowledge and agree to this Medical & Immunization Record policy. All exemption documentation must then be kept on-site as part of the student's file.

To protect all School community members, we will thoughtfully evaluate enrollment requests for students who are not fully immunized when a currently enrolled student or staff member has a medically compromised immune system.

Should a student who is not fully immunized be present during an outbreak of a vaccine-preventable disease within School, that student will be temporarily excluded from all School activities until the risk of infection has passed.

Parents are responsible for tuition charges, in the case of absences due to this Medical & Immunization Records policy or Illness policy.

## Student Records

We release our student records only to the student's Parent or legal guardian, unless otherwise limited by court order or other applicable laws. Student records mean the student's academic and enrollment records such as: enrollment documents, attendance records, disciplinary records, health and immunization records, progress and final reports, and transcripts. Parents may request a copy of the student's records by contacting School directly.

All information in student records, including Parents' information, is confidential, and will not be released without your prior written consent. State licensing and regulatory agencies have the authority to inspect our facilities and may audit certain enrollment documents from the student files without prior consent, to confirm compliance with the state regulations. Please note any financial information provided by Parents for the payment of tuition and other fees will also remain confidential but is not included in the student records. Rather it is considered the account holder's consumer information.

## V. Parent Involvement & Responsibilities

### Parent Responsibilities & Expectations

School recognizes that effective parent partnerships are essential in building a collaborative and shared School community. Our School and Parents share a joint responsibility to commit ourselves to open lines of communication, mutual respect, and a common vision.

In addition to using various School Communications, we hope to keep the dialogue open about any developmental strengths and progress, as well as any concerns on those fronts. Similarly, we expect full participation and cooperation from our students and Parents as part of School community. Some examples of a lack of full participation and cooperation include: (1) excessive absences, (2) distractions from the learning environment, or (3) lack of participation in School. If the student is not fully participating in the program, School will discuss with the Parents to develop a plan of action to address the concerning behaviors.

School reserves the right to exclude any Parent or adult involved with the student from further access for conduct that may undermine School's administration, disrupt the learning environment or operations, or violate School policies, whether on School premises or at a School event. Furthermore, School may immediately disenroll or refuse to re-enroll the student if the Parent's conduct prevents positive collaboration in the student's education or interferes with School's mission or educational goals.

We hope to address any conflicts through open communication. In the rare instance that we are unable to resolve the situation through direct communication and Parents pursue a Dispute Resolution outlined in the Enrollment Agreement, Parents also agree to concurrently participate in a good-faith mediation process administered by American Arbitration Association (AAA), a neutral third party. The mediation will be subject to the AAA mediation rules.

### Attendance

#### Absences

We expect students to be in School for the period of their enrollment, whether full time or part time. If your student will be absent from School, please **call School office number or email the administrative staff and your student's teacher** as soon as possible, **before 8:00 am** on the day of the absence. Please note that, for safety reasons, we cannot accept verbal messages regarding absences from siblings.

Repeated absences, tardiness, or significant missing time may warrant a conversation between School and Parents to discuss the student's continued enrollment.

For an extended leave for your student, please contact your School Leader and teacher to discuss options for continuing the student's enrollment. Please inform us as much in advance as possible, so that your student's teacher may adjust lesson planning accordingly. Regular tuition payments are due regardless of absences, including absences caused by illness, vacation, or any other extended length of time your student is absent.

## Arrival & Drop-Off

**Students are required to be at School by 8:25 am.** Students may be dropped off in their classroom at any time between 8:00 – 8:15 am. Roll call is taken promptly at 8:25 am.

## Dismissal & Pick-Up Times

Please remember that we organize staff supervision based on the schedule that you have pre-arranged for your student. **Please pick up your student promptly at the end of his or her scheduled program.**

To accommodate the traffic flow, Parents and students should depart School building and grounds after the pick-up. Please have any extended conversations with other Parents outside School premises and closely supervise your student/ren at all times. Please do not allow your student or any other student you supervise to play on School playground or in the parking lot.

### *Elementary and Middle School Pick-Up*

Dismissal time for the regular day schedule is at 3:00 pm. Students must be picked up promptly at dismissal time, unless they are enrolled in extended care or after-School program. Students who are enrolled in an after-School program must be picked up promptly at the end of the program. Students registered for the extended care must be picked up by the end of School day.

Students in 4<sup>th</sup> – 8<sup>th</sup> grad are dismissed from classrooms and may locate their own Parent or pick-up person outside the building.

### *Independent Dismissal*

Students are prohibited from leaving School premises unsupervised after School and during School hours, including recess and lunchtime. To give permission for your upper elementary or middle School-aged student to leave School alone or with a peer to catch a bus, walk, or bike home without an adult, please complete an Independent Dismissal Form. **This opportunity is only afforded to students in upper elementary and middle School (Grades 4th - 8th).**

## Late Pick-Up Policy & Fees

Parents will be responsible for an additional fee of \$25 per student, for every 15 minutes or portion thereof that the student remains at School past their pick-up time. **Please note that informing School that you will arrive late does not release you from the responsibility to pay for the care provided past the pick-up time.**

If your student has not been picked up within 15 minutes of School's closing time, School Leader will attempt to contact all emergency contacts listed for the student, School will comply with local regulations for next steps. Repeated late pick-ups may result in discontinuation of enrollment.

## Early Pick Up

Whenever possible, please ensure that extracurricular activities, doctor's appointments, etc. occur outside of School day schedule. We ask your support and advance planning in minimizing these disruptions. If you wish to pick up your student early (before dismissal time), please provide School

with 24 hours' notice whenever possible. Please let us know immediately of any changes to your early pick-up plans.

School may ask you to pick up your student early due to a variety of reasons, including severe weather, emergencies, sickness, injury, or behavior that endangers the learning environment (e.g., significant disruption or threat of harm to self or others). Parents or an authorized person for pick up is expected to arrive within 1 hour of the notification by School. Parent's refusal to pick up or being late to pick up after being notified may result in consequences for the student's enrollment, including and up to disenrollment.

## School Transportation

We do not offer transportation arrangements for our students.

## Multiple Households

To communicate most effectively with Parents and support each student, Parents must inform School of any court-ordered guidelines regarding primary households, visitations, picking up a student from School, parent involvement in field trips, or other such similar issues. Unless otherwise specified, each Parent for whom School has current contact information will have access to the student's file as well as other informational mailings and electronic communications during School year. It is the Parents' responsibility to inform School of any living, custody, or financial arrangements that may affect the student's enrollment or experience at School. School may require additional documentation to better understand your educational and custody rights with respect to your student.

Also, in some instances, certain electronic platforms School utilizes permit access by only one account holder; it is the Parents' responsibility to communicate directly with one another about the information on the platform as School is unable to create a secondary account.

## Personal Relationships with Staff Members

To ensure the professionalism of our staff and avoid any conflicts of interest, staff members are prohibited from babysitting or working for Parents and from any form of social interaction (including via social media) with students or Parents previously or presently enrolled in our School, outside of the official social media pages or events. See School Leaders if there are exceptional circumstances.

## Open-Door Policy

We have an open-door policy and encourage Parents to observe their student's classroom and to access the student records at any time, unless otherwise restricted by law. We also encourage Parents to bring concerns or questions about their student's performance to the teacher and other staff members daily during our School's normal hours of operation, subject to any applicable security of classroom management procedures.

It is important that our teachers focus on helping students transition in and out of the classroom during pick-up and drop-off, and thus, are not available for long conversations. Should you need to engage in

a longer conversation, you are welcome to reach out to the teacher or our School through the Parent Portal, email, or schedule a time for a phone conversation.

### Parent Class Observation

If you would like to observe your student's classroom, teachers and School Leaders will work with you to find a time best for the class.

### Calls for Students

Barring emergencies, we do not interrupt classes to deliver personal phone messages to students. Outgoing calls by students are limited to emergency situations and can only be made through School office.

### Special Circumstances

If a situation arises in your family that may place your son or daughter under stress, please advise School at once. When teachers are aware of special circumstances, such as a family illness, birth of a sibling, a move, divorce, or bereavement, they will be especially sensitive to your student at School and can offer extra support where necessary.

## Birthdays & Special Occasions

You may send a special snack for the class along with napkins, cups, and utensils (if necessary) to celebrate birthdays and special occasions. Before you select the date or the snack items, please coordinate with your student's teacher in advance to accommodate the classroom schedule and any students and staff with severe allergies. Please choose healthy treats such as cut fruits or berries with yogurt or muffins. **Candy, chips, cake, cookies, donuts, desserts, non-100% fruit roll-ups/fruit snacks, gum, and soda are not allowed.**

If your student has an allergy or other food restriction, Parents may send non-perishable alternative treats for your student to store in the classroom for special occasions.

Parents may bring only **commercially prepared foods**, subject to School Leader's approval, for celebrations. All items should be **nut free** and in the **original, sealed container, clearly labeled with their ingredients list**.

Teachers are not to be responsible for distributing party invitations. We urge you to distribute them outside of School to avoid hurt feelings among the uninvited.

## School Trips and Parent Volunteers

### School Trips for Elementary and Middle School

We seek to enrich our students' education by taking them out to explore beyond the classroom several times a year. All students are expected to attend field trips, since they are a component of the Curriculum.

Please be sure to sign the blanket Field Trip, Transportation & Medical Release Form enclosed in Enrollment paperwork. In the event that a trip away from School is planned, the information will be

sent home in advance outlining the purpose, location, cost, means of transportation, and a request for Parent participation. All Parents are required to complete all required forms for their student to attend scheduled School trips. A School bus is usually used to transport students on field trips. **Field trip fees are not included in the tuition, and charged separately.**

On occasion, there are opportunities for Parents to accompany School on field trips. In such cases, there may be a separate fee for Parent participation, and there may or may not be room on the bus for the Parent.

For some field trips, personal electronic items (e.g., cell-phones, iPod's, other electronics with gaming/music capabilities) may be allowed on the bus ride to a destination. You will be notified in advance if such items are allowed. To prevent students from becoming distracted, personal items will be left on the bus once the students have arrived at field trip destinations. Please note that School is not responsible for any lost, stolen, or damaged personal items brought to School or on field trips. Additionally, students are expected to be fully responsible for any money brought on field trips (e.g. for souvenirs).

### Parent Volunteers

We welcome Parent participation to support the teachers in preparing for and organizing special events. Volunteers are subject to background screening, immunization, and School's visitor policies. We do not allow volunteers to supervise students outside School staff member's presence. Please see your student's teacher for specific details.

### Parking and Access to School Grounds

For the safety of every School community member, we require all Parents to adhere to the following rules of the road while on School property:

- All vehicles must obey the 5 miles per hour speed limit.
- Pedestrians always have the right of way.
- Park only in the designated parking spots and observe the strict time limit. Never park in any area prohibited by law.
- Parked vehicles MUST have ignitions turned off and the keys removed.
- Students may NOT be left unattended in a vehicle at any time or for any reason.
- Parents should NOT leave their vehicles parked at School overnight.
- Do not allow students to run ahead of you at any time inside or outside School property.
- Stay close to the students and supervise closely when exiting School property.
- Close all doors and gates behind you.

Violations of these rules may result in a warning. If a violation is serious, or violations continue, School personnel are authorized to record the vehicle information to report to local law or parking enforcement. School is not responsible for Parent vehicles or property vandalized on School grounds during or outside School hours.

## VI. Student Support & Behavior Guidance

We expect all students, regardless of age, to learn about our code of conduct. We encourage Parents to take into account the student's age, developmental stage, and grade level in talking through this section.

### Code of Conduct

School upholds the fundamental principle that every individual should be treated with dignity, respect, and care. We affirm that a School should be a place where students learn not only about the world around them but about themselves—creating a strong social, emotional, and ethical foundation that will shape their experiences here and throughout their lives. Students must abide by the policies and processes outlined below.

### Harassment, Bullying, and Other Hostile Acts

Acts of discrimination, hate, or hostility have no place in School community. Please review this policy and speak with your student considering the student's age, developmental stage, and grade level. We do not seek to label any of our students, and ask that Parents are careful in their use of language regarding their student's peers.

School does not tolerate or condone harassment in any form. The act of harassment against any individual or group of individuals, whether directly or indirectly, is strictly prohibited and subject to disciplinary action up to and including dismissal from School. Furthermore, all members of our School community are expected to report acts of harassment to School for immediate intervention and remediation.

Harassment specifically includes but is not limited to:

- Physical Abuse (assault, unwanted touching, intentionally blocking normal movement or pushing)
- Verbal Abuse (derogatory jokes, racial or ethnic slurs, lewd comments, sexual insults, spreading rumors about someone, demeaning labels based on gender or sexual orientation, comments on someone's disabilities or perceived disabilities, displaying speech designed to embarrass or intimidate others)
- Pressure for favors accompanied by implied or explicit threats, including blackmailing, hazing, and unwanted sexual advances

Acts of harassment could transpire directly but also through various communication methods, including phone calls, recorded messages, text messages, instant messages, social media posts, direct messages, video recordings, even through a third party. Such acts of harassment (including "sexting" and cyberbullying) can occur during or outside School hours, on- or off-campus.

### Drugs, Alcohol, Tobacco & Illegal Substances

Alcohol, tobacco, e-cigarettes, illegal substances, and using either prescription or over-the-counter medications in a manner other than their intended use is unhealthy and will not be tolerated.

## Weapons & Other Dangerous Objects

Weapons and other such dangerous objects are not permitted on campus or at School-related activities even if the person has a proper license or permit to carry said weapon. Weapons and other dangerous objects include but are not limited to firearms, explosives, pellet guns, knives, pepper spray, and other objects that might be considered dangerous or that could cause harm.

## No Expectation of Privacy

School reserves the right at any time and at its discretion to search all vehicles, packages, containers, backpacks, purses, lockers, desks, storage areas, electronic devices, personal belongings, and persons entering its property, for the purpose of determining whether any weapon is being, or has been, brought onto its property or premises in violation of this policy. Students who fail or refuse to promptly permit a search under this policy will be subject to discipline, up to and including dismissal from School. Students are responsible for safeguarding their personal belongings, including electronic devices and other valuable personal property; School is not liable for any lost, stolen, or damaged personal property.

## Responsible Technology Use Policy

The use of internet access and technology at School is considered a privilege and responsibility. While School uses all reasonable means to protect the security and confidentiality of electronic information sent and received, including the use of encryption and other industry-standard security technologies, it cannot guarantee the security and confidentiality of web-based communications, and will not be liable for inadvertent or improper disclosure of confidential information that is not caused by intentional misconduct or that is caused by failures of systems outside of School's control. Students who fail to follow the Responsible Technology Use Policy may lose their access privileges and face disciplinary action.

### Responsible Use

School's network and connection to the internet is essential to supporting School's educational objectives, research, and resources, and promote collaboration and communication among students, faculty, and staff. Students must use their School-related accounts, emails, file storage, and other related systems only as authorized under this Responsible Technology Use Policy. Students should follow good data practices and ensure that they routinely back up their information or data.

### Etiquette and Online Safety

Students are expected to maintain good citizenship and character in their online presence, abiding by the generally accepted rules of computing, network etiquette, privacy, and online safety. These rules include (but are not limited to) the following:

- Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- Do not use language on social media, messaging platforms, or any other service that constitutes bullying or harassment of another student, faculty member, staff, or any other person.

- Do not reveal any private information, including address, phone number, other identifying information, or those of others.
- Do not use computers, networks, or other technology in such a way that would disrupt their use by others.

### Personal Representation

Any electronic communication with individuals, groups, or institutions is done as an individual unless you have specific permission from a School leader to act as a representative of School. Individuals are always identifiable as having an account at School, and therefore, it must be clear that your views, ideas, questions, actions, and other communications represent you as an individual and not School.

### Unacceptable Uses

School-related accounts and systems should not be used for other activities that are unrelated to education at School, such as creating accounts with other third-party services, including but not limited to Spotify, Apple Music, or social media sites.

The following actions are strictly prohibited under the Responsible Technology Use Policy:

- Transmission of any material in violation of any U.S. or state regulation: This includes, but is not limited to: threatening or obscene material or material protected by copyrights or trade secrets.
- Printing or downloading or other use of copyrighted materials such as music, motion pictures, magazines, newspapers, and other publications is prohibited unless authorized.
- School computers and/or School network may not be used to bully, threaten, or intimidate others, to misrepresent yourself or others, or to cause harm to the network or others.
- Use of School systems and network resources for commercial or business activities, other than those of School's, is prohibited.
- Use of the network for solicitations unrelated to School, product advertisements or promotions, and political lobbying or campaigns (other than for School and alumni) is prohibited.
- Distribution or sale of any School email addresses to merchandisers or other mass marketing operations that may generate unsolicited email messages (spam) is prohibited. For similar reasons, giving School email addresses to retailers and making online purchases through the network, except in connection with School business, is prohibited, unless approved by a School leader.
- The attempt to use or alter any system or create a program to interfere with, change, or interact with programs, security settings, systems, networks, or devices that are the property of School and are used for School-related purposes by students, their Parents, and staff is prohibited.

The attempt to circumvent security settings and content filters, including but not limited to changing settings or using tools such as proxies or VPN (Virtual Private Network) clients to access websites blocked by School is prohibited.

This list is not exhaustive and does not intend to cover all prohibited actions under the Responsible Technology Use Policy. If you have any questions or concerns, please see School Leader for more information.

## Security

Security on any School account is a high priority, especially when the system involves many users. Students can help School maintain the security of the system by refraining from sharing their passwords, or attempting to log into the system using another student's account.

## Supervision & Monitoring

School may examine and monitor the use of School-owned information technology (IT) resources, including, but not limited to, iPads, laptops, servers/network, files, and communications to maintain system integrity and ensure that the system is used responsibly. In addition, School may inspect any personal devices which are brought to campus or School-related activities to ensure compliance with this policy. As mentioned in No Expectation of Privacy (VI. Student Behavior & Support), there is no expectation of privacy while using School's network, devices, or systems. School leaders have access to email, file storage and all other systems in use, and may report suspicious or inappropriate activity and School may, in its sole discretion, remove Student's access to technology (IT) resources when it has concerns around a Student's adherence to School technology policies. School, in its sole discretion, may delete Student's School email accounts, cloud-files, and drives six months after Student either disenrolls or graduates.

School endeavors to provide appropriate, supervised access to its network and to the internet based on the age of the student and on the classroom or lab situation. It is clear, however, that supervision can never be complete and individual users are expected to accept responsibility for their own actions. All students who access the internet agree to accept the responsibilities outlined in these guidelines.

## Cell Phones & Other Electronic Devices

School Policy requires students to keep their cell phones and other devices (including wearable devices) turned off and in backpacks or lockers unless needed for emergency purposes.

## Social Media Policy

Social media offers valuable opportunities for students to connect with each other and with individuals outside School community, share experiences and educational resources, and even create their own content. However, there is a time and place to engage in social media activities. There are age-appropriate policies regarding access to personal devices and social media. All students are expected to honor the minimum age policies of the social media sites which they use and are expected to abide by the policies of their grade level around device and social media use during School day.

## Academic Integrity

The principle of academic integrity is the cornerstone of a School community. School encourages students to lead lives governed by the values of academic honesty and respect for the work of others.

School expects all students to complete all work and assessments with academic integrity. Students should complete their work individually and, unless otherwise directed by School for specific assignments, students are prohibited from utilizing artificial intelligence platforms to complete work

and assessments. If a report is made of possible student academic misconduct (including but not limited to plagiarism, submitting work completed by a third party, cheating, undermining the integrity of an exam, utilizing generative artificial intelligence, or interfering with an academic misconduct investigation), School will initiate an investigation. If the report is substantiated, the student will face consequences at the discretion of School Leader, including and up to expulsion.

## Dress Code

Students are expected to be clean, well-groomed and dressed in a manner that allows for focused work, freedom of movement, active play, and independence. Please refrain from clothing with images of violence or any commercial characters.

Some general guidance around attire that best facilitate learning includes the following:

- Clothing should be comfortable and seasonally appropriate. Because the primary aim of School day is productive work, student attire should reflect that intent.
- Clothing should be appropriate for an academic community and should support and respect the learning environment, inclusive of all members of that community. Students wearing unsuitable clothing will be asked to change or wear a t-shirt provided by School.
- Any hats, head coverings, or hoods must be worn in a manner that does not prevent a teacher from being able to make eye contact with the student.
- Footwear should be supportive and not inhibit freedom of movement. Students must wear sturdy, closed-toe shoes to School or bring them to School to change before engaging in certain School activities (physical education, recess, science experiments). If a student does not have footwear that is safe and appropriate for the activity, they may not be allowed to participate in that activity.

## Prohibited Items

In addition to the Drugs, Alcohol, Tobacco & Illegal Substances and Weapons & Other Dangerous Objects policies, the following items are not allowed at School: skateboards, hard baseballs, rollerblades, water toys, laser pointers, Frisbees. All riding gears brought to School for use during recess must be approved by a School Leader. Students must wear their helmets while using their approved riding gears.

Money, candy, gum, toys, electronics for entertainment purposes, and other personal belongings not intended for educational purpose are distracting. These items are to be left at home.

## Cell Phones & Other Electronic Devices

The use of electronic items (cellular phones, pagers, iPods, etc.) is not permitted during School day, during after-School programs or on School property, except with pre-approval from a LePort Montessori teacher or administrative staff member.

Upper elementary and middle School students may bring personal laptops and e-readers to School, with usage limited to certain activities and times during the day, once a parent has signed and returned the applicable waiver, which will be sent home at the beginning of School year.

## Care of School Property

We are proud to have the finest quality Montessori materials available in every classroom and we expect our students to use them with care and respect. From time to time, a student might damage School property or may even become attached to a small piece of classroom materials and take it home—e.g. small cubes, cylinders, triangles, beads, pegs, etc. We would appreciate it if you would check your student's belongings from time to time and send such items back to School.

If your student loses, breaks, or damages Montessori equipment or other School property, you are responsible for the cost of replacement or repair.

## Clean Campus

Every member of the community is expected to play an active role in keeping School clean and tidy. Everyone should participate in the recycling program by placing bottles, cans, and paper in the appropriate receptacles.

## Other Misconduct

The following actions constitute a violation of School's code of conduct and are considered serious infractions.

- **Reckless Endangerment (roof climbing or driving too fast on campus)**
- **Dishonesty** (Lying, Plagiarism)
- **Off-Campus** (without permission or without having been excused by Parents through the office ahead of time.
- **Repeated violations** of School policies or refusal to comply with reasonable requests made by faculty or staff

## Behavioral Guidance

### Encouraging Self-Discipline

School uses a non-punitive discipline style, focusing on increasing a student's sense of responsibility and building inner discipline. When minor discipline issues arise, our first step is to re-evaluate a student's interest in his or her work and to ensure that the student is motivated and appropriately challenged.

Consistent with our Montessori curriculum's Grace and Courtesy lessons, our teachers strive to create a classroom environment in which students are expected to treat themselves, their peers, and the adults around them with courtesy and respect.

There are many opportunities to practice good manners, from learning to walk around another student, to using a quiet voice in the classroom, to waiting for one's turn to work with a one-person activity, to waiting patiently for a teacher's attention. We set behavioral expectations from the outset with classroom instruction, role modeling, and group time discussions. Wherever possible, we use positive language to support a student to know what to do, rather than what not to do (e.g. "When you can keep your hands in your own space, you will be able to sit next to your friend in the group.") Our goal is to create an environment where it is easy and natural for students to behave with self-respect and self-discipline.

### Persistent Behavioral Concerns

If a gentle reminder is not sufficient to address a conflict, the teacher will intervene, respectfully but firmly, to stop any inappropriate behavior. Each conflict that arises is handled individually, based on the circumstances. We draw the student's attention to the natural consequences of inappropriate behavior, rather than assigning penalties that are detached from the particular behavior.

For instance, if a student is being rough with a classroom activity, the activity or exercise may be set aside for the day. The teacher may give the student another lesson with the material the next day, emphasizing how to treat it gently. An appropriate response would not be, for example, that the student has to sit in from recess, since this would not resolve the issue, nor help the student to practice alternatives to his or her behavior. The teacher may never use physical or psychological punishment, such as yelling, using "time-outs," shaming or isolating students, or use of restraint.

In the case of persistent behavioral problems, School Leaders may request to set up a meeting with Parents and the student's teacher and work cooperatively to develop an action plan for how to address the issue. In some circumstances, if School does not have the resources necessary to correct an ongoing issue, if sufficient cooperation cannot be guaranteed from the Parents, if the safety of the student or other students is being put at risk, or if there are other circumstances that warrant it, we may suggest outside resources to assist Parents with the issue.

In rare circumstances, and only after all other possible interventions have been exhausted, we may discontinue the student's enrollment in School. We reserve the right to suspend or dismiss a student for harmful or inappropriate behavior in our sole discretion: 1) If we do not have adequate expertise or resources for the Student's educational, medical or other needs; 2) for violations of our policies; or 3) for any reason we determine to be in the best interest of the safety of students and School. In these rare instances, we may offer Parents assistance in locating assistance and alternative placements.

## VII. Health, Safety & Nutrition

### Our Commitment to Health & Safety

Providing a healthy and safe learning environment for our students is our highest priority. In addition to following our School's comprehensive health and safety practices, we regularly adjust our operations to meet or exceed the most current guidance from local and state health departments.

Our health and wellness protocols include:

- Disinfecting and cleaning of “high-touch” surfaces throughout School day and in the evenings (including desks, doors, public spaces, and bathroom fixtures)
- Frequent and thorough handwashing by students and staff, actively encouraged throughout School day
- Ensuring all staff and students who are feeling ill stay home until they recover

## Food & Nutrition

### Nut-Free Campus

Our School campuses are **nut-free**. **Please do not send nut products**, including peanut butter, to School. This policy helps to protect not only the students with known allergies but also those with unidentified anaphylactic allergies to nuts, in our open Montessori classroom environment. Seeds, such as sunflower seeds and sesame seeds, and legumes, such as soy, are permitted. If a student in a particular classroom has a severe allergy to another allergen besides nuts, **other restrictions may apply in your student’s class**.

### Breakfast

Please note that breakfast is not provided by School.

### Lunches

Students must bring nutritious lunches and snacks to School. Please label lunch boxes, containers, and water bottles with your student’s name.

Information about School hot lunch program will be sent home at the beginning of the year (please see your School Leaders regarding program availability at your School). Students are not permitted to share food from their personal lunches at School.

We are **unable to refrigerate** lunches; if necessary, please include an ice pack to keep the lunch cool. Due to **limited microwave access for students**, we strongly recommend that you send lunches that do NOT require heating. All snack foods should be ready-to-eat and not require microwaving or preparation time.

Lunch bags must be taken home daily to be cleaned. To prevent pests, lost lunch bags will be emptied of their contents (including containers) and kept for one week in the Lost and Found before being discarded.

### Forgotten and Late Delivery of Lunches

If your student arrives at School without lunch, we will call you to request that you drop off an appropriate lunch for your student within 30 minutes. In the event that you are unable to provide a lunch, School will provide a simple lunch and add a \$5 convenience fee to your account. If you need to drop off lunch later in the morning, please leave it with the administrative personnel so that you do not disrupt the class.

## ADA Modification Policy

If the student has accommodation needs in order to participate in our program, please inquire about our ADA Modification Plan process. Parents and School will work together to create a modification plan, upon review of the modification requests along with any supporting medical documentation provided by the student's health care provider or an Individualized Education Program (IEP). To properly meet the needs of the student, we require written documentation if the student has any request for accommodations or modifications due to physical, psychological, social, cognitive conditions (for instance, a life-threatening allergy, a diagnosed or suspected psychological or developmental difference, learning difficulties, etc.).

## Allergies

Parents must inform School about student's allergies. Each student with food allergies should have a Food Allergy & Anaphylaxis Emergency Care Plan (FARE PLAN) or similar emergency care plan (e.g. FPIES) on file, listing their allergies, recommended treatment in case of an allergic reaction, prepared by Parents and the student's health care provider. Information collected will be shared with the student's teachers and School Leaders to ensure consistent understanding about the allergies and emergency plan of action. Students with complex or life-threatening allergies may be referred to our ADA Modification process.

## Illness

Parents assist us in maintaining a safe and healthy environment for all our students by keeping sick Students at home. The purpose of our policy is to:

- Reduce the spread of illness from a sick student to other students and members of School staff.
- Promote complete recuperation of the sick student
- Prevent the constant spread of cold, flu, diarrhea, and other communicable diseases that are common in the community.

We reserve the right to refuse any student who shows a sign of illness, such as:

- Fever, an axillary temperature of 100 degrees or more or an oral temperature of 101 degrees or more.
- Symptoms of communicable disease such as pink eye, measles, chicken pox, mumps, or strep throat
- Skin Rash
- Heavy nasal discharge requiring frequent wiping every 3-5 minutes
- Fussy, cranky behavior unlike the Student's normal demeanor
- Vomiting
- Sore Throat
- Head Lice
- Persistent, non-productive, or "barking" cough
- Diarrhea

Students who become ill at School will be made comfortable and Parents will be notified to pick them up within one hour. Students may return to School when there are no symptoms of illness, including fever, unassisted by fever-reducing medication for at least 24 hours. The student must also be kept

home for one full School day from the time of the first dose of any antibiotics. The length of time students should stay out of our School may be subject to the illness and local guidance. Please see your School Leader for updated guidance.

## Medication Administration

Whenever possible, prescription or over the counter medication should be administered at home or by Parent who comes to School for that purpose. We encourage Parents to ask their student's physician to prescribe or recommend medications in such a way that they do not need to be administered during School day. If the physician determines that the medication should be administered during School day, we will consider such requests in accordance with state and local regulations.

When we agree to administer prescription or nonprescription medications, Parents must provide a written authorization along with a note from the student's health care provider requesting us to administer the medication, with detailed dosage information, circumstances, or schedule of medication administration, and any adverse reactions that could occur.

All medication must be in a new, original, sealed container, with its ingredients clearly labeled on the container. Prescription medications must be in the original pharmacy container or box, with the official pharmacy prescription label securely attached. All medications and any applicable prescriptions must be current. **Parents cannot premix medication into food or liquid before bringing it to School.** Parents must turn in medication to School's front office.

The medication, authorization form, and the health care provider's note or care plan will be stored in the locked medicine location, unless otherwise indicated. School Leaders complete the dispensing log after each dosage, recording the name of the student, the medication and dosage given, the time and date, and signature of the person dispensing. Epi-pens and other emergency medications may be stored in either the normal locked medication cabinet or a secure location, unless otherwise indicated by applicable law. See Allergies section for additional information.

If the medication request is for any medication that requires specific skills or prior medical training to administer, Parents may be asked to follow our ADA process, requiring approval and development of a modification plan, based on the note from the student's health care provide including the requirements referenced above. In some instances, we may require additional information or documentation, and we will work together with Parents to prepare a modification plan. Please contact School Leader for more information on our ADA modification process.

Our **Medication Administration** policy applies to all medications, including any OTC skin products. Products will not be accepted, kept or used beyond the expiration date.

## Accidents & Injuries

All employees are expected to assist in the prevention and control of injuries, illnesses, and hazards and to ensure compliance with all applicable laws and regulations. Staff members inspect their classrooms and outdoor play areas daily for potential hazards.

Bumps, bruises, and scrapes are a normal and expected part of childhood, as young students learn new forms of movement and control over their bodies. For this reason, it is not uncommon for them to have minor injuries in the course of their School days. By enrolling the student in our School, you acknowledge your awareness of all risks to the student related to attending School and you consent to them.

If a student experiences an accident, injury, or possible injury, staff will report it to School Leader and prepare communication to Parent, advising you of the incident and the action taken by our staff. If a student requires medical attention, Parent will be notified as soon as possible. In the event of a serious emergency, School will secure immediate medical attention as described in the "Student Illness / Emergency" section of the Enrollment Agreement. Every effort will be made to contact Parents or authorized emergency contacts during such emergencies.

## Abuse & Neglect Reporting

As mandated reporters, all School staff members complete required training related to their mandated reporting duties, before they assume their student care responsibilities and regularly review these policies and procedures during staff professional development training and staff meetings. The law requires our School staff to immediately report to the applicable state or local student protective agency any known or suspected instances of student abuse or neglect by anyone, including a family member or another staff member.

In addition to the mandated reporting duty, staff members will report their observations immediately to School Leader to ensure that concerns are addressed without delay. If necessary, we will take the necessary steps to prioritize the safety of the students, including but not limited to communicating with the Parents (if safe to do so), removing those whose conduct is under review from School access, and involving the law enforcement or other agencies as needed as soon as possible.

Mandated reporters can file reports anonymously. To the fullest extent permitted by our legal obligations, we are committed to protecting the confidentiality of all individuals involved, including those who have experienced harm, those who have come forward to report, and those against whom allegations have been made. To further facilitate the transparent safety culture, the reporters are protected from retaliation or other disciplinary actions for having made the report in good faith.

## Building Access

Access to our building is limited to enrolled students and their Parents, staff, and registered visitors. Access may be through a buzzer or keypad. **Where there is a keypad lock on the front door, Parents of enrolled students and School staff are the only ones given the code.** Do not share your code with anyone else, and do not allow people to enter behind you without permission of School Leaders. The keypad code is changed regularly, with advance notice to our enrolled Parents.

Visitors cannot enter our School unless approved and escorted by a staff member. School staff, enrolled students and Parents, and approved emergency contacts for students are not considered

visitors. All visitors, including vendors, applicants, and other family members are required to do the following:

- Wait in the lobby/reception area until escorted by a staff member.
- Present a government issued ID.
- Sign-in to visitor log, matching their government issued ID.
- Wear a badge, issued by School, that is clearly visible for the duration of their visit.
- Completely fill out the visitor log with: date of the visit, visitor's full name and affiliation, purpose of visit, badge number, sign-in time, and sign-out time.

## Emergency Preparedness

At School, we take the following precautions and approach in the event of a major earthquake or other natural disasters:

- School is prepared to house and care for enrolled students for a period of up to two days. Each School is equipped with first aid, water, food, and other emergency supplies.
- We hold regular fire, earthquake, and lockdown drills, where applicable, so that students and staff know how to respond to a disaster correctly, quickly, and safely.
- Our employees who open and close School are trained and certified in CPR and first aid, as are several other key personnel.
- Where applicable, all appliances and large bookshelves are secured for earthquake safety.
- Teachers are trained to expect that they will need to care for students emotionally as well as physically, in the event of a disaster. Their goal is to keep the students calm and constructively occupied.

## Fire & Other Safety Drills

As required by law, our School holds regular fire and safety drills. It is expected that all students on the campus at the time of such drills participate fully. We follow the Red Cross recommendations for disaster response. If a drill must take place in inclement weather, all attempts will be made to ensure that students are properly attired. Should you find yourself at School while a drill is taking place, please participate with your student, and take the time to review and discuss the importance of such drills with your student.

## Lockdown or Other Emergency Action

If an emergency requires lockdown or evacuation, we will notify Parents as soon as possible. All entrances to School will be secured and School will take emergency action, as needed, to keep School staff and students safe.

## Text Messaging

In the event of an emergency at your student's School, we will utilize our School-wide text messaging system to inform you of all relevant information. This system is periodically tested throughout School year to ensure its functionality and to confirm accurate contact information for all of our Parents.

## Weather Emergencies

In case of severe or hazardous weather, we may have to delay School opening hours, dismiss the students early, or close School for the day. We will notify Parents via Parent Portal, email and text with the special instructions regarding drop off and pick up. Where applicable, bus/van services will make independent decisions regarding inclement weather procedures. Parents will be informed of these decisions.

In an emergency, immediate decisions may be made. We will attempt to contact you, authorized family members, or specified friends. If you are going to be out of town, please notify your emergency contacts and let us know who is the preferred emergency contact.

## Alcohol- and Substance-Free School

Our Schools are alcohol-, smoke-, tobacco-, and substance-free environments. Smoking, the use of any product containing, made or derived from tobacco, including e-cigarettes, alcoholic products, or any substance that may impair individual's ability to drive, care for a student, or perform their duties as Parents, teachers, staff, or visitors shall not be permitted on School grounds, in vehicles used to transport students, or during any School events, whether on- or off-campus.

## VIII. Financial Policies

### Tuition and Tuition Deposit

Our tuition covers many items other schools charge for separately - such as daily snacks, School materials (such as binders, books, arts & crafts supplies for elementary and sheets and blankets for infants), and registration fees. Not covered are lunches (some schools offer an optional lunch program provided by an outside vendor billed separately) and field trips.

Tuition is calculated on an annual basis and split into monthly payments for your convenience. Monthly payments are due in full, regardless the number of instruction days within any month, for the Academic year (late August-early/mid-June, 9 payments due September - May).

### Non-Refundable Tuition Deposit

The tuition deposit is due at the time of application and shall remain on the account at all times during the student's enrollment. The tuition deposit is \$2,000 per student. If Parent enrolls more than one student concurrently at any School locations, a \$2,000 tuition deposit is required for one student and \$1,000 for each additional student from the same household. This sibling discount on the tuition deposit expires upon the end of the concurrent enrollment of multiple students, and Parent is required to submit additional \$1,000 for tuition deposit for the last remaining student.

Provided that Parent notifies withdrawal according to the [Early Withdrawal](#) policy (Page 34), we can apply the tuition deposit to the last month of enrollment, unless the withdrawal occurs after the re-enrollment period, but before the first day of the following School year. Please see below for the exception.

### Re-Enrollment Period

To ensure continuity of education, we offer enrollment for the following School year first to the current students, typically during February and March of each year. If Parent chooses to re-enroll the student for another year during the re-enrollment period, we will transfer the deposit on the account to secure enrollment for the following School year beginning August, for your convenience. After the re-enrollment finalizes, the tuition deposit is no longer on the account for the current School year. Therefore, if Parent withdraws the student after re-enrollment but before the first day of the following School year, there will be no tuition deposit to apply to the last month of enrollment.

**The tuition deposit is non-refundable**, regardless of the reason for withdrawal, including withdrawals due to relocation.

### Tuition Changes

Tuition typically increases every year, to allow us to invest in program quality and give pay raises to our staff. Enrolled Parents will receive written notice of tuition increases at least thirty days prior to such increases taking effect. Parents receive current pricing when touring and adding their student to the waitlist. Enrollment offers will be made at the tuition rate then in effect.

## No Reduction in Tuition and Fees for Absences, Illnesses, and Vacations

School engages staff, purchases supplies, and equipment, and plans its operational budget on the assumption that students are enrolled for a complete Academic Year or Full Year program. We commit to reserving a space for the student for the entire term of enrollment, and we continue to reserve this space during the time the student is away. **Because of this, tuition rates are not related to the student's physical attendance at School.** There is no reduction in fees for absences, illnesses, vacations or shorter academic months due to holidays. **Regular tuition is, therefore, due regardless of any absences.**

## Change of Program

Any request to change your student's program must be made in writing and approved by an administrative staff member. No program changes are allowed in December, or in the months of April through June. No more than one program change is permitted per academic year (i.e. September through June). To make a change, please complete and sign the appropriate form provided by our administrative staff. You will be advised within 2 business days if we are able to accommodate your request.

## Tuition Payment Options and Late Fees

Tuition must be paid automatically on the 1<sup>st</sup> of each month using our ACH (automatic payment) system. There is a \$25 charge per month for payments made with any method other than ACH. If you choose to pay tuition with a personal check, cashier's check, money order, or through your bank's automatic payment system, please add an additional \$25 to each tuition installment.

Tuition is due on or before the 1<sup>st</sup> day of each month, beginning on September 1<sup>st</sup>, whether or not the first day of the month falls on a Saturday, Sunday, or holiday. No bills or statements are sent. If the payment is received after the 1<sup>st</sup> and before the 7<sup>th</sup> day of the month, a late fee of \$25 will be assessed. Payments received on or after the 7<sup>th</sup> of the month are charged an additional late fee of \$50, for a total of \$75 in late fees. Additional late fees may be assessed if the account is not paid in full by the 8<sup>th</sup> of the month. A fee of \$45 will be charged on all checks returned by the bank. **We do not accept tuition payments by credit card.**

If your tuition payment is consistently late, your student's enrollment may be discontinued, or we may require that you pay the balance of School term tuition in full (at School's discretion).

### Enrollment After August 1<sup>st</sup>

When enrolling after August 1<sup>st</sup>, the tuition deposit and all enrollment paperwork is due upon registration.

### Enrollment Beginning Part Way Through the Month

Your tuition, whether annual payments or installment payments for the first month of attendance is due the 1<sup>st</sup> day of the month in which your student's enrollment commences. For students who enroll after the 1<sup>st</sup> day of the month, the annual payment or first installment is prorated

## Probationary Period

The first four weeks of enrollment are a probationary period. During this period, School may, at its own discretion, decide to discontinue the enrollment of a student, in which case the tuition will be prorated, and an appropriate refund issued.

## Tuition Discounts

### Kindergarten and Elementary Discount

School offers a credit toward kindergarten and elementary tuition for continuing students: we value the benefit of a consistent Montessori experience and want to make it easier for you to decide to continue your student's Montessori education into the elementary years.

The final year of the Montessori Primary program is the "Kindergarten" year. The year he/she would be eligible for public School kindergarten, typically, the year he/she turns five by September 1<sup>st</sup> is the student's leadership year, the culmination of the learning they have experienced during the first two years in Primary. As such, School offers a special credit to make this and subsequent years more affordable. If your student has been with us consecutively for two or more years prior to the start of a given School year, you will receive \$250 off, per month for Kindergarten (the year your student turns 5 by September 1st) through Elementary.

### Sibling Discounts

When two or more siblings are enrolled concurrently at any location of our School, a fixed discount of \$100 is applied monthly to each student's tuition. This sibling discount on expires upon the end of the concurrent enrollment of multiple students.

## Financial Aid

Our financial aid program helps qualifying Parents bridge the gap between what they can afford and our regular tuition. If you qualify, your monthly installment is reduced by the financial aid amount. It is not a loan you need to pay back. School's financial aid program application process is administered by an external, third-party evaluation system called the Independent School Management Financial Aid for School Tuition Program (or FAST). We use FAST because it's a simple, objective method to determine qualification for financial aid. FAST adheres to nationally established standards and has safeguards to ensure that applicant information is kept confidential. Our financial aid program is not government assistance or a government-sponsored/funded program.

In addition to the analysis we receive from FAST, School also takes into consideration various other factors, including the capacity of School the Parents are applying to and overall financial aid dollars available. For information about financial aid and to find out how to apply for financial aid please visit [www.leportschools.com/enroll/financial-aid/](http://www.leportschools.com/enroll/financial-aid/). We encourage all interested Parents to apply.

## Early Withdrawal

Students benefit from consistency, especially in Montessori. We encourage Parents to make a commitment to the Montessori program for its full cycle—through age 6 (kindergarten) for Montessori Primary, through 6th grade for Montessori Elementary, and through 8th grade for Middle School. Mid-year withdrawals are disruptive and sad for the students leaving, as well as for their peers and teachers. If you do need to leave, the more notice you can provide us, the better we can work with you to ensure a smooth transition for your student, their classmates, and the teachers.

When you withdraw your student with proper notice, the deposit will be applied toward tuition for the final billing period. If the deposit is insufficient to cover tuition for the final billing period, payment for the balance will be required. You must provide notice by the 20th of the month, for the tuition deposit to be applied to the next month's tuition. If you give notice after the 20th of the month, your deposit will be applied to the second following month. For example (1) Notice is provided on January 20th. Your deposit is applied toward the February tuition. (2) Notice is given on January 21st, your deposit is applied to March tuition, and you still owe February tuition.

Tuition deposits can only be applied toward tuition due by giving proper notice as outlined above. All tuition deposits are non-refundable and non-transferrable.

## IX. Questions and Concerns?

We encourage open communications between Parents and staff so they may work together for the benefit of the students. Parents can interact with the teachers and other staff members on a daily basis during School's normal hours of operation, subject to any applicable security of classroom management procedures. If you have any questions about the student's progress, or if you would like to discuss anything that occurred at School, please contact the teachers through the Parent Portal, by email, or call the office and leave a message. Calls and emails will be returned by the end of the following School day.

## Responsible Use Agreement

This Responsible Use Agreement (RUA) is intended to help support that our students will be responsible users and stay safe while using the internet and other communications technologies for educational, personal, and recreational use. School is committed to providing students technological learning opportunities and access to Information and Communication Technologies (ICT), as this is their future. In return, School expects the students to agree to be responsible users.

Parents should review the following with the students. By signing this Handbook, you are acknowledging that you have reviewed the RUA with your student and received their acknowledgment of understanding.

Student understands that they must use School ICT systems in a responsible way, to ensure that there is no risk to their safety or to the safety and security of the ICT systems and other users.

For their own personal safety:

- Student will seek permission from a teacher before using technology (cell phone, computer, tablet, etc.) at School.
- Student understands that School has the right to monitor their use of the ICT systems, email, and other digital communications.
- Student will protect their username and password information and keep it private, and will not access others' accounts.
- Student will be aware of "stranger danger" when communicating online.
- Student will not disclose or share personal information about themselves or others when online.
- Student will immediately report any unpleasant or inappropriate material or messages or anything that makes them feel uncomfortable when they see it online.
- Student will not steal someone's identity or create a fake online identity.

Student understands that everyone has equal rights to use technology as a resource and:

- Student understands that School ICT systems are intended for educational use and that Student will not use the systems for personal or recreational use unless they have permission to do so.
- Student understands that if they damage any of the technology equipment intentionally or by failing to follow classroom rules and guidelines when using the equipment, Student will be expected to pay the cost of repairs or full replacement costs if the equipment is damaged beyond repair.
- Student understands that they are responsible for returning all technology equipment provided to them by School, or Student will be responsible for the replacement cost of the technology equipment.

Student will act as they expect others to act toward them:

- Student will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- Student will be polite and responsible when they communicate with others through texting,

instant messaging, email, chat, blogs, social media, etc. Student will not use strong, aggressive, or inappropriate language, and they appreciate that others may have different opinions.

- Student will not participate in cyber-bullying (to harass, threaten, embarrass, target, or exclude another person using various communication technologies).
- Student will not take or distribute images of anyone without their permission.
- Student will follow the Code of Conduct when it comes to use of technology.

Student recognizes that School has a responsibility to maintain the security and integrity of the technology it offers them and to ensure the smooth running of School. As a responsible user:

- Student understands the risks and will not try to upload, download, or access any materials which are inappropriate or may cause harm or distress to others, nor will they try to use any programs or software that might allow them to bypass the filtering/security systems in place to prevent access to such materials.
- Student understands that Student will not enter chat rooms at any time.

When using the internet for research or recreation, Student recognizes that:

- Student should ensure that they have permission to use the original work of others in their own work.
- Where work is protected by copyright, Student will not try to download copies (including music and videos).
- When using the internet to find information, Student should take care to check that the information that they access is accurate, as Student understands that the work of others may not be truthful and may be a deliberate attempt to mislead them.

Student understands that they are responsible for their actions, both in and out of School:

- Student understands that School also has the right to take action against them if they are involved in incidents of inappropriate behavior, that are covered in this agreement, when they are out of School, and where they involve their membership of School.
- Student understands that if they fail to comply with this Responsible Use Agreement, Student will be subject to the loss of ICT privileges.

## X. Handbook Acknowledgement Form

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**Student's Name (please print)**

This Parent Handbook was created to promote an understanding of School's policies and procedures. The information in this Handbook applies to all activities occurring on School grounds, School buses, and during any School-related activity. It is important that Parents and students are familiar with these expectations.

This signed page will be added to your student's file. Your signature means that you have received this Parent Handbook and understand the policies and procedures of our School, and agree to abide by them, as will your student(ren).

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Full Name

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Relationship to Student

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Parent Signature

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Date

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Full Name

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Relationship to Student

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Parent Signature

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Date