



FMS PARENT HANDBOOK

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We welcome your child and your family to our Montessori community. We feel privileged to be a part of your lives. This handbook will help foster the best possible communication between the school and the home.

This handbook provides important information on school policies and programs. Please read it carefully, keep it handy for reference, and contact us if you have any further questions or concerns.

INTRODUCTION

History

Foothills Montessori School was founded in the home of Leanne Jorgensen. It has grown from 16 students to a school of over 275 students ranging in age from 3-14 years old.

Description

We currently have ten classrooms serving preschool through eighth grade. We offer a wide variety of enrichment courses, including a beautiful and rich outdoor environment, a multi-purpose room, and an office area.

Commitment

Foothills Montessori School was founded to be a world-class private school using the Montessori method. We constantly strive toward this goal, guided by our mission and our four pillars. Our program is cohesive and comprehensive, and our environment is set up to foster respect for the individual child and a sense of community that brings out the best in individuals.

EDUCATIONAL PHILOSOPHY

Mission Statement

The purpose of Foothills Montessori School is to provide an educational environment that serves the whole child—intellectually, physically, emotionally, and spiritually. It cultivates a life-long love of learning and inspires a passion for excellence. It makes it possible for children to learn to their highest potential and nurtures the curiosity, creativity, and imagination born within us all.

Our School Rests on Four Pillars:

1. Excellence – the desire and commitment to do one's best in every possible area of life.
2. Universal Values – habits and ways of thinking and acting that exhibit deeply held values, including honesty, integrity, responsibility, compassion, peacefulness, respect for self and others, and a love of community.
3. Global Perspective – understanding, extensive knowledge, and respect for our world and all those in it.
4. Service – a lifelong commitment to giving something back through service to others.

Essential Elements of a Quality Montessori Program

- Montessori schools are based on the principles of respect and independence.
- Montessori programs teach children to think and discover for themselves.
- Children and teachers work in a carefully prepared environment.
- Curriculum is organized into a spiral of integrated studies.
- Montessori materials are a road from concrete to the abstract.
- Montessori schools give children a sense of belonging to a family and help them live with other people.
- Multi-age classrooms foster a sense of collaboration and mentoring among students. Older students are encouraged to be role models for younger ones.
- Montessori teachers incorporate a second language, music, movement, and art into the curriculum.
- Montessori teachers have the ability to work with children of different learning styles.
- Montessori teachers strive to awaken the child's spirit and imagination and encourage a normal desire for independence.
- Montessori teachers help the child learn how to observe, question, and explore ideas independently.
- Montessori teachers help develop the kindness, courtesy, and respect that will help the child become a member of society.
- Montessori teachers rarely present a lesson to more than a handful of children at one time and limit their lessons to brief, efficient presentations.
- Montessori parents value an educational system that reaches the whole child.
- Montessori parents participate in the education of their children and support the school community.

Maria Montessori

Dr. Maria Montessori (1870-1952) was the first female medical doctor in Italy. Dr. Montessori was responsible for treating and caring for a group of low-income children in Rome. It was there that she founded the first “Casa dei Bambini.” Through her deep respect for children and her outstanding skill of observation, she created a child-centered method of education. Today, Montessori schools are highly regarded throughout the world.

CURRICULUM

We offer children a carefully prepared environment that is rich in learning materials and experiences. Students are grouped in mixed-age classes (3-6 yrs), (6-9 yrs), (9-12 yrs), and (12-14 yrs) that allow them to interact with each other on a variety of levels. The teacher is a facilitator in the learning process. Through careful observation and guidance, children are directed toward meaningful activity, which helps them discover and develop their own interests and abilities.

In all grade levels, children follow an enhanced Montessori Curriculum, which includes:

Language	Botany	Arts	World Cultures/History
Mathematics	Zoology	Performing Arts/Music	Environmental Education
Geometry	Science	Foreign Language	Peace & Mindfulness Education
Geography	Practical Life	Computer Literacy	Physical Education

Primary Program

The Primary Program consists of five main areas:

1. The Practical Life area helps children develop order, concentration, coordination, and independence in caring for themselves and their environment.
2. The Sensorial area offers children a chance to develop their sensory acuteness with materials relating to color, size, shape, sound, smell, and touch.
3. Language Arts activities include pre-reading activities, vocabulary development, and introduction to reading and writing.
4. The Math area provides concrete and manipulative materials through which the children discover the meaning of quantity, gain an overview of the number system, and learn mathematical operations.
5. In Geography, History, Botany, and Zoology, the children explore the physical, cultural, and natural worlds.

Art, music, movement, performing arts, and foreign languages are also included. Communication, grace, courtesy, problem-solving, and other social skills are integrated throughout the curriculum.

Kindergarten

This class is an extension of the Primary Program for 5-6-year-old children (5 years old by August 1st) who show academic and social readiness. These students have the opportunity to interact in the mixed-age group classroom during the morning work cycle. In the afternoon, Kindergarten students work with their peers and have the opportunity to pursue academic and cultural subjects in greater depth.

Elementary & Middle School Program (Ages 6-14)

Through personalized instruction and planning, students are encouraged to pursue studies independently and take responsibility for their learning. They are encouraged to make choices and work cooperatively. The curriculum follows state guidelines and includes Math, Language, Science, Geography, and History. The natural and cultural worlds are studied in depth. These students are refining their ability to obtain knowledge through research. The students develop an understanding of the relationship between all subjects. The students are also developing their capacities to move from concrete to abstract.

As part of the Montessori experience, students develop important interpersonal skills, become responsible members of a community, and establish a code of conduct. Classroom learning is enriched by field trips, guest speakers, theatrical productions, simulations, community service, and other special events.

Computers & Tablets

FMS provides technology resources and internet access to students and has taken precautions to restrict access to objectionable material. Our policies are intended to promote the most effective, safe, productive, and instructionally sound uses of networked information and communication tools. However, we cannot guarantee that the network will be without error. We expect students to exercise appropriate personal responsibility in their use of these resources, including the following:

- Students may not chat, instant message, text, play games, access videos, hack/prank, or visit social network sites, such as TikTok, Facebook, YouTube, Instagram, Twitter, Snapchat, Pinterest, etc., without the permission of their teachers.
- Students may not download software or change network settings and passwords.
- Students may not password-protect files. Teachers and administration always have access to student data.
- Students may only use computers and printers as related to the curriculum as assigned by FMS teachers and not for personal use.
- FMS has the right to look at any data, email, logs, or files that exist on USB flash drives and hard drives without prior notice to users.
- Students may not copy, save, plagiarize, or redistribute copyrighted material.
- Students may not eat or drink while using technology equipment.
- Students agree to notify a teacher immediately if they mistakenly access inappropriate information.
- Parents will be held financially responsible for any intentional damage to FMS laptops, computers, network, etc., including vandalism, virus/worm downloads, etc.

Upper Elementary and Middle School students (4th-8th grade) may bring a personal laptop, Chromebook, or tablet to school with a signed release from a parent. These devices are not to be shared with other students and must have appropriate firewalls, parental controls, and active antivirus software. Personal device use on campus falls under the aforementioned policies and user guidelines. FMS is not responsible for lost, stolen, or damaged personal property and is the sole responsibility of the student.

Spanish Immersion Program

Foothills Montessori School offers a 50/50 dual-language Spanish Immersion program at both the Primary level (ages 3–6) and the Lower Elementary level (ages 6–9). In this program, students receive approximately half of their daily lessons in Spanish and the other half in English. This consistent exposure to both languages supports natural bilingual development while reinforcing academic content across the Montessori curriculum.

Participation in the Spanish Immersion Primary classroom does not guarantee placement in the Spanish Immersion Lower Elementary program. Placement decisions are based on several factors, including Spanish language proficiency, academic readiness, independence, and available classroom space. Students must be able to engage in academic lessons delivered in Spanish and demonstrate consistent progress in both languages to be considered for continuation.

Space in the Lower Elementary Immersion classroom is limited. Teachers will maintain ongoing communication with families throughout the Primary years to provide insight into each child's progress and language development. This collaboration helps families understand whether the immersion track remains the best fit as their child grows.

Our English-language Montessori classrooms offer the same rich, hands-on curriculum, with Spanish language instruction integrated into the student experience. Many students who begin in our English program develop strong language and literacy foundations and often take on second-language learning with confidence and ease.

We are proud to offer multiple learning pathways that honor each child's unique developmental journey. Whether through full immersion or foundational Spanish exposure, students at Foothills Montessori are guided to become capable, curious, and globally minded learners.

Social Networking

Students and parents social networking in any form at any time and in any place are not to mention classmates, families, teachers, staff, or the administration of Foothills Montessori School in a negative manner or to talk in a derogatory way about the school and/or its families. Sites include, but are not limited to, Facebook, Twitter, Instagram, Snapchat, Pinterest, etc. Please refrain from being critical, judgmental, and infringing on others' privacy. In addition, no person in our community may post photos or videos of students or faculty without permission from the individual and/or their family.

Doing so may result in suspension or withdrawal from the school. Please help us protect the privacy of our students and their families.

GETTING READY FOR SCHOOL

First Day

The first day of school is an important experience in a child's life. The child's adjustment to this new environment depends in large part on the parents' attitudes and awareness of the program and its goals. Here are a few ways to ease the transition.

It is best to avoid excessive discussion about starting school. The child should feel it would be a normal and natural part of their growth and an extension of home life. If parents are calm and positive in their approach, the child will sense this, which will help ease the transition into this new experience.

Upon arrival, bring your child into the classroom entry, where you will be greeted by one of the teachers. It is best to leave promptly after saying your goodbyes. Parents should have a matter-of-fact attitude, which gives the child greater security. It is best to show confidence in the staff. Most children have separation problems on the first days and sometimes weeks of school. Try not to be too anxious about this, realizing that children need time to bond with the other children, the teachers, and the environment. The teacher will give you an update during the first weeks of your child's day.

Social Situations

The development and refining of social skills is part of the school experience and an important part of the child's work. The teachers are there to assist with this process. During the year, children may become involved in friendships that form triangles or have difficulty with a particular child. If you feel a situation of this type may be causing problems, please contact us so we can attempt to help the child through the transition period of making friends and practicing conflict resolution strategies.

When a student leaves midyear, it is of real benefit to the child and their classmates to plan to say goodbye. All children are made to feel they are part of our "family" at school. When a child leaves, the other children frequently wonder what happened to their classmate.

Often, the atmosphere of a school is influenced by wonderfully positive people. Unfortunately, the opposite can also be true. Please remember that our attitudes influence children. If you have a problem or concern, please go to the source and discuss it with them directly in order to resolve it. Please use discretion and refrain from negative discussions and criticism in front of parents and children. Above all, we ask that you never speak negatively of your child or any other child within their earshot. If you are concerned about your child's development or behavior, please talk with the child's teacher without the child present. If you need to speak to the child about something of this nature, it is best to do so out of earshot of others. As you know, children are sensitive beings, as we all are, and should be treated with ultimate respect and dignity, even when being taught better ways of behaving.

Talking With Your Child About School

Parents of primary and elementary-age children are frequently frustrated when they receive no response to the question, "What did you do today?" Children do many activities throughout the day, and it is sometimes difficult to articulate them. Also, Montessori typically emphasizes the process over the product, especially in the primary program. One strategy may be to ask something specific like, "Did you cut carrots today, or did you work with the bead chains?" Another suggestion is to ask about closing circles or end-of-day activities and work backward. In addition, you might find that after an hour or more at home, the child may spontaneously share something from the day. This is especially true if they do not perceive talking about school as opening the opportunity for criticism or pressure. We also encourage parents to schedule a classroom observation, from which you will come away with greater insight into your child's day.

DAILY PROCEDURES

School Hours

Program	Doors Open	Begin	End
Preschool Half-Day AM	8:15 AM	8:30 AM	11:15 AM
Preschool Half-Day PM	12:15 PM	12:15 PM	3:00 PM

Preschool Full Day & Kindergarten	8:15 AM	8:30 AM	3:00 PM
Elementary Full Day (1 st – 3 rd)	8:00 AM	8:15 AM	3:15 PM
Elementary Full Day (4 th – 6 th)	8:00 AM	8:15 AM	3:25 PM
Middle School (7 th – 8 th)	7:30 AM	8:15 AM	3:25 PM
Extended Day	-	7:00 AM	6:00 PM
Lunch Bunch	-	11:15 AM	12:15 PM

Arrival and Departure

Saying “goodbye” tips for young children:

It can be difficult for parents of young children to separate at the beginning of the school year. We have found that a short and positive goodbye is easiest for the child. Prolonged or inconsistent goodbyes often make the separation more difficult. The school attempts to call all parents of upset children when the child has settled down. You may also feel free to call the school for reassurance that your child has settled in and is adjusting well.

Early Care:

Parents and children arriving between 7:00 a.m. and 8:15 a.m. (Primary) and 7:00 a.m. and 8:00 a.m. (Elementary) should only be those who are using the extended care service. If you are using this service, please park your car, walk your child to the designated Early Care area, and sign them in. A staff member will greet you.

Primary:

Please park in the designated parking area. Walk your child into school between 8:15 and 8:30 am, holding their hand through the parking lot. Outside the classroom door, the teacher will greet your child and welcome them into the classroom. This is the time for you to say your goodbyes. If each day is consistent, the child feels more comfortable. It is also best to discuss how your departure will be handled beforehand so your child knows what to expect. We have found that when children are walked in and out by their parents, the transitions are gentler, more child-friendly, and begin the day in a more positive manner. Students with siblings in the Elementary program may arrive at 8:10 am. We thank you for taking the time to escort your child to their classroom.

In cases of extenuating circumstances, we will provide curbside drop-off and pick-up. Please contact us if you need this assistance.

Elementary & Middle School:

Please drop your children off at curbside (8:00- 8:15 am) and watch them pass through the gate. Your child should then be able to safely walk to their classroom, where the teachers will be waiting to greet them.

We will provide curbside drop-off (8:00-8:15 am) and pick-up for elementary students as of the first day of school on the east side of the school (Stephanie Street). The gates close promptly at 8:15 am. Curbside pick-up will be between 3:15-3:25 pm **only** for 1st through 3rd grade and 3:25-3:45 pm **only** for 4th through 6th grade. Middle School students can be picked up between 3:25 and 3:45 pm in front of the school. Your child is tardy after 8:15 am. **Please be sure to have your child's car sign visible in the front windshield for pickup.** This not only helps the flow of pickup but ensures the safety of your child.

Keyless Entry System (KES)

A keyless entry system is located at the front office door. Each parent is assigned a code in the system- please ask the front desk if you do not know your personal code. All parents and students should enter the campus through the front office door, as the front gates will remain locked and secure. The east gate will be open during curbside drop-off and pick-up times only, with staff present to monitor appropriately. Parents may exit through the front double gates or the office; however, please make sure the gate is closed properly as you exit to ensure the safety of our campus. Please do not allow others to enter through the gate as you exit.

KES instructions for use:

- Press “start” – red light will appear to indicate the system is “ready”
- Enter the 5 digits of your personally assigned code
- Press “open” – green light will appear as “accept” if the code is entered properly
- Push the door open and enter

Other Important Tips

1. Because the teachers are greeting the children and helping them begin their day, it is not appropriate to converse extensively with your child's teacher at this time.
2. If you wish to speak with a teacher, send them an email, leave a message at the office, or send a note on Procure asking for an appointment. Please refrain from conversing for more than a few moments with the staff members while they are in contact with the children. Lengthy conversations distract the staff members who need to give 100% of their attention to the children.
3. After you pick up your child and you decide to let them play on the playground, you are responsible for watching them to ensure their safety.
4. Please always watch your child(ren) carefully when on campus and in the parking lot.

Extended Care

Children attending the extended day program are escorted to a designated room at the end of the day and signed into the program by their teacher. Picking your child up from extended care requires walking into the building and signing your child out on the extended day sign-in/out sheet. Drop-ins will be accepted in the extended care program. Please notify the office to take advantage of this service.

Procedure for Releasing Children

Frequently, relatives or friends will come to pick up children. We will not release a child to anyone without permission from the parent. Communication to this effect must be given to administration, and identification must be shown. Otherwise, the child will only be released to a parent and/or authorized individuals listed on the emergency release form provided at the beginning of the year. Please note that even if the person is listed on the form, they will have to show identification the first time they pick up the child. It is also helpful if the usual person who picks up the child would inform the teacher if there will be a change from the ordinary, even if the individual is listed on the emergency release through Procure messaging. This helps the pickup process go more quickly and smoothly. If the child is in a carpool, all members must be listed on the emergency release form.

Attendance

All FMS students, even our youngest, are expected to attend school daily, arriving before the start of the school day. Consistent attendance and prompt arrival are essential. Nothing is more disruptive to a child's education than irregular attendance. Consistency and routine are important to every child's development, including preschool students. We depend on our families' full support to ensure healthy attendance at school. Administration and teachers carefully monitor attendance as it is a vital part of setting our students up for success.

Absences

It is important for the school to know if your child is ill, if the illness is communicable if your child is taking a day off, or if you are taking a vacation. Frequent absences, tardiness, and/or early departure from the classroom impede children's academic progress and cause them to miss important experiences. Please notify us via Procure messaging if your child will be absent or leaving early for any reason by 9:00 a.m.

If parents know of an absence in advance, such as a vacation or scheduled medical procedure, they should pre-arrange the absence by communicating with the head teacher and administration.

Approved absences are those that have followed the above procedure. Kindergarten, elementary, and middle school students should not have more than 20 absences per academic school year (10 per semester). Unless otherwise approved by the School Leader, students who exceed these guidelines, including excessive tardiness and early departures, may be withdrawn from FMS, lose preferred enrollment status, and/or not advance to the next level. This policy allows us to do all we can to ensure that each child grows and learns to their potential. Absences, tardiness, and early departures will be noted on all report cards.

Elementary and middle school students begin instruction promptly at 8:15 a.m. Therefore, we recommend students arrive no later than 8:10 a.m. to allow ample time for them to put away their personal items and get ready for their lessons.

Primary students should arrive in class no later than 8:30 a.m. Valuable experience is lost for everyone if your child is late for class. Please be on time.

Parking Lot Procedures

Please enter at the Amador Lane entrance if you are parking at the front of the facility. Enter the Stephanie Street entrance to park on the east side of the campus, or if you are dropping off at our curbside service at the side gate entrance. All vehicles should exit onto Amador Lane. When dropping off your child, please park if you are walking them to class, and do not stop at the curb or park in the thruway. The curb is for quick pick-up and drop-off only and not for parking of any kind. Unattended vehicles are subject to ticketing by the City of Henderson. Drive slowly and cautiously through the parking lot. Please hold your child's hand in the parking lot. In addition, please use the designated crosswalks in the parking lot and at the corner of Stephanie and Amador when crossing traffic flow areas.

CLOTHING

Primary

School clothing should be comfortable and help create a feeling of independence in your child. All clothing should be easy for the child to remove. We encourage parents to place the responsibility of choosing clothes on their children. We suggest that you have the child make choices about clothing and outerwear the night before. This will make your mornings go much more smoothly.

Footwear is especially important. It is difficult and unsafe for children to run, climb, or walk in flip-flops, clogs, backless shoes, Crocs, and heels. Therefore, we ask that you refrain from sending your children in these types of shoes. Additionally, all children who would like to work in the outdoor environment and/or utilize the Exploratorium must wear closed-toe shoes.

Primary children will need a plastic zip-lock bag containing a change of clothing (three pairs of underwear, socks, shirt, and pants). All clothing must be well labeled with the student's name. Also, label the bag with your child's name in permanent marker.

We ask parents to give careful consideration to the clothing being worn. Avoid clothing that depicts current popular cartoon and movie characters, especially those that could encourage aggressive play/behavior, and refrain from flip-sequin shirts. This type of clothing is often a distraction to other children at school. Our goal, to provide an environment that encourages respect for each other, cooperation, and concentration, is best served without these types of influences.

Elementary & Middle School

Students need to dress in a way that is conducive to learning and P.E. activities. FMS reserves the right to determine if any hair or clothing style is distracting or inappropriate. The following guidelines help keep the focus on learning rather than what someone is wearing:

- No clothing that depicts negative, distracting, or inappropriate messages.
- Tennis or athletic shoes must be worn on physical education days to participate in P.E.
- No sleeveless shirts, spaghetti straps, flip sequin shirts, see-through, or low-cut shirts.
- Nails should be kept at a length conducive to writing/typing.
- No bare midriffs.
- No cut-offs or sheer yoga pants.
- No accessories (watches, belts, etc.) that can be construed as a game, toy, or otherwise inappropriate object.
- Watches that have phone or internet access should not be worn to school.

A parent or responsible party will be contacted to bring a change of clothes or the student will be provided with a change of clothing kept on campus should a child come to school in any of the above. Repeated dress code violations may result in withdrawal from the program.

FOOD & WATER

Foothills Montessori School is committed to teaching the whole child, which requires us to take nutrition very seriously. The snacks that are provided at the school will be nutritious and wholesome (primary only). **Community snacks in**

primary brought in by families cannot contain any nut ingredients. If your child has a food allergy or food sensitivity, please inform the child's teacher in writing prior to the first day of school. Also, indicate all allergies on the Emergency Form provided in the registration packet. Students should bring a refillable water bottle, especially during warmer weather. Please make sure the bottle is labeled with the child's name in accordance with licensing requirements.

Elementary and middle school students may bring an individual daily snack that should be of nutritious value and does not interfere with the student's ability to continue with their work. Students who bring snacks with high sugar content will not be allowed to consume them during school, and the snack will be sent home.

We strongly encourage nutritional lunches. Things to avoid are artificial flavoring, excessive amounts of salt and fat, preservatives, and excessive amounts of refined sugar. **We do not accept lunch from food delivery services such as GrubHub or Uber Eats for safety and nutrition reasons. No candy or soda will be allowed.** Lunch should be packed with an ice pack in either a brown paper sack or in a lunchbox. Please do not send items in glass containers for the safety of the children. It is best to pack items in reusable plastic containers.

Having your child help you prepare their lunch will help them feel positive about the food packed. Discuss the nutritional value of each item and perhaps where it comes from or how it is made. Finger foods, such as fruit cut into bite-size pieces, carrots, or green pepper strips, are especially healthy for younger children. We suggest that parents try to keep the experience positive and allow for nutritional choices.

Some other ideas include yogurt, salad, fruit, sandwiches, vegetables, and leftovers.

All uneaten foods that can be contained will be sent home. You will want to monitor your children's lunch boxes to see what they like and dislike.

As part of our grace and courtesy curriculum, we encourage each child to preferably bring a cloth napkin and placemat with their lunch. We actively teach manners and appreciate your support in this area.

HEALTH & SAFETY

Health Immunizations

Foothills Montessori School is required to follow Nevada State Law regarding immunizations of all students. Immunizations must be completed prior to attending any public or private school or preschool. Health records/immunization copies must be on file with the school prior to attending class. State law does provide exemptions for religious or medical reasons. Please contact the office for further information regarding the exemption.

Health Education

The State Department regulations specify that students, kindergarten through 8th grade may be excused from physical education for the following reasons:

- a. Non-participation for physical reasons as certified by a physician's statement.
- b. Non-participation for religious reasons as certified by a written statement.

Illnesses and Emergencies

If an illness or emergency arises, we will attempt to contact a responsible party. We will follow these procedures:

- a. Your child will be taken to an area away from the other children.
- b. **A parent or responsible party will be contacted to pick up the child within 45 minutes.**
- c. We require three telephone numbers to call in case your child gets sick, or there is an emergency. Usually, the numbers are for their parents and a relative or a friend. Some parents have occupations where it is difficult to be contacted and/or leave on short notice. If you have such a job, please provide the names of individuals who have the flexibility to pick up your child.
- d. If a serious illness or emergency occurs and we are unable to reach a responsible party, we will contact your personal physician or, if necessary, call an ambulance or other emergency service. It is imperative that you keep the school up to date on any changes in telephone numbers, emergency contacts, and other pertinent information.

If your child has any of the following indications, they are not healthy enough to attend school:

- Fever of 100 degrees or higher
- Deep coughing
- Yellow or green nasal or eye discharge
- Upset stomach
- Vomiting or diarrhea
- Unidentified rash

If your child has one or more of these symptoms, ***please keep them home***. If a child exhibits any of these symptoms at school, a parent will be notified to make arrangements to pick up the child from school. The child may return to school after they are symptom-free for a minimum of 24 hours. We are aware that this can be a burden. However, keeping the child home when they are sick not only makes the child more comfortable but also prevents exposure to the rest of the students and staff.

Given the nature of children, accidents will happen. Hopefully, they will always be minor bumps and bruises. In the event of an accidental injury, the staff member present will care for the child and notify other staff members and the administration. In the event of a serious accident, the family of the child is notified, and arrangements are made for the child to be taken from the school. In an extreme emergency, FMS will call 911. For all accidents of more than a very minor nature, an injury report will be completed and signed by the attending staff member and the parent. The report will be kept in the child's file, and parents will be given a copy.

Participation in FMS activities and use of any recreational equipment/facilities involves a risk of accidental injury despite all safety precautions. Parents and/or guardians of the student enrolled at FMS assume all risks and hazards incidental to the activities, and release from responsibility and agree to indemnify and hold harmless FMS, its officers, Directors, independent contractors, and all employees for any illness or injury to the child or family members occurring during their participation in any activities, trips, or use of any facilities conducted by FMS.

Medication

Schools are required to follow stringent procedures concerning medications to be administered at school. They are as follows:

1. All non-prescription medication must be accompanied by a note from the doctor stating the times, dosages, and length of treatment. **This includes over-the-counter medication.**
2. Prescription medication must remain in the container bearing the original label showing the prescription number, name of medication, date filled, physician's name, child's name, expiration date, and directions for dosage. Per Child Care Licensing, medication may only be administered once per day (lunchtime).
3. A release from a parent stating that Foothills Montessori School has your permission to administer medication (form available in the office).
4. **All medications should be handed from a parent to an office staff member and enclosed in an appropriate container. Do not give medications to your child's teacher.**
5. Whenever possible, we prefer that the parent administer nebulizer treatments before school or make arrangements to come to the school and administer the treatments.
6. Parents must check and confirm the medical dosage sheet in the office and discuss any problems with the staff member in charge.

Sun Exposure

Living in a desert climate with extensive sun exposure, it is important that students come to school prepared. We recommend that all students possess and self-apply sunscreen and wear clothing outdoors that helps protect them from sun exposure.

Toilet Mastery

Our licensing requirements preclude us from having any children in our care who have not acquired toilet mastery. This mastery includes the ability to care for themselves after using the toilet. Please dress children so they are confident they can succeed (avoid pants/shorts with difficult buttons or hooks to manipulate).

Emergency Plan

Foothills Montessori School has comprehensive plans in place to respond to emergencies, including active threats, fire, and natural disasters. Fire drills are conducted and recorded monthly, and drills for natural disasters and active threats are conducted and recorded quarterly. These drills are typically facilitated by the local fire department with the support of the FMS staff.

In the event of an actual emergency, an all-school text message will be sent to parents to notify them of the emergency and other important information. It is imperative that parents provide current cell phone numbers and the name of the cell provider on the emergency form so that FMS can communicate with parents via text. Please be aware that text messaging will only be used in the event of an actual emergency and not be used to relay information of less importance. An emergency ticker will also appear on the homepage of our website, which will only appear in the event of a true emergency. Certain emergencies may require the staff and children to be evacuated from campus. Procedures have been established through Clark County School District to provide transportation and relocation to a local public school. The site for reunification, along with instructions, will also be posted to the emergency ticker on the website.

FMS is a Safe School

FMS has consistently made safety and security a priority. To ensure we continue to be proactive, we have partnered with a leading security consulting firm for 10 years. We have had multiple site assessments performed by our consultants, and as a result, we continue to make positive adjustments to both our physical security and our policies, procedures, and practices. In addition, we participate in a training prior to every other school year. Please don't hesitate to reach out if you have any questions about the steps we have taken, and will continue to give the highest level of care to keep our students and staff safe.

CPR Training

All Foothills Montessori School staff members have received training and certification in cardiopulmonary resuscitation (CPR) and First Aid.

Pest Control/Air Fresheners

FMS employs a pest control company to service and treat our campus on a bi-monthly basis. Service is performed when students are not present on campus, and appropriate precautions are taken regarding the use of pesticides.

Air fresheners and diffusers are also used at times in the restrooms and classrooms.

Drug-Free Campus

Tobacco, alcohol, and drugs are strictly prohibited in the classrooms, on the campus/parking lot, and on field trips (local or long distance) of Foothills Montessori School.

Reporting of Child Abuse or Neglect

State law requires that any staff member who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed a child being subjected to circumstances or conditions that could reasonably result in abuse or neglect shall immediately report to the state or the local law enforcement agency. Staff members are not investigators and have a legal obligation to report within 24 hours. We will not confirm or deny any reporting to families.

SHARING

Occasionally, children may bring treasures that are important to them to share with the class. These may include objects from nature, such as shells or rocks, something they have made, or a cultural item. Please keep toys at home. If your child brings a toy to school, please tell them that toys must stay at home or in the car. Toys at school are a disruption in many ways. If you have questions about the appropriateness of an item, please check with your child's teacher before sending the item to school with your child in order to avoid disappointment on the part of the child. Sharing policies such as days or times will be explained by individual teachers during the first month of school.

Personal Property

Foothills Montessori assumes no responsibility for any items brought from home. We ask that you leave fragile materials at home so that they will be better protected. A lost and found rack unit is on wheels and maintained in the front office area. It will be periodically rolled through classrooms so older children can reclaim lost items. Please check it for any items you may be missing for your children when you are on campus. All items on the lost and found unit, if not picked up, will be sent to a charitable organization, typically once a month.

Please do not allow students to bring smart devices to school or make it clear they need to be shut off and in their backpacks during the school day. These items are distracting to the work environment and will be taken from the student if used during class and/or school hours. Items will be held by the teacher for the parent to pick up if confiscated by a staff member and will not be returned directly to the student. FMS is not liable in any way and assumes no responsibility for lost electronic devices and personal property of the student.

BIRTHDAYS

Your child's birthday is an important time and a learning experience for everyone. We invite parents of primary students to join us for circle time on this special day for approximately 20 minutes. For birthdays that fall on the weekend or if you are unable to attend a circle on the actual birthday, please contact your child's teacher to arrange a different time or day. Summer birthdays are usually celebrated in May, and the child's teacher will announce specific dates for these celebrations.

For primary birthdays, we will have an activity called "The Circle of the Sun." We ask that parents bring in photographs of their child - one for each year of their life. Please be ready to share interesting facts about your child, including where they were born, if a sibling arrived during that year, a special trip that was taken, or a special event or accomplishment. For example: "When Sara was three, we moved to Las Vegas. When Sara was four, her new baby sister arrived. Sara thought she was too small," et cetera. Please try to keep the information brief for each year, one to three sentences each. The child will carry the globe around the sun as the year's events are conveyed for each year of their life. Students in 1st through 8th grade celebrate birthdays in various ways depending on the grade level, which will be discussed during parent orientation at the beginning of each school year.

Difficulties and hurt feelings can occur when birthday invitations are passed out at school. Unless every child in the class is being invited, please send birthday invitations by email or text. Do not ask the child's teacher to pass out invitations or put them in the cubbies if all children are not invited.

PARENT / SCHOOL COMMUNICATION

Foothills Montessori School strives to partner with parents in the education of their children. We will strive to keep communication lines open between the parent and the school.

Parent/Teacher Conferences (In-person or Zoom)

Conferences are held in the fall and spring. It is essential that all parents attend conferences.

Sharing Information

You will receive consistent communication from FMS regarding information on upcoming school events, such as parent nights, school festivals, holidays, and field trips, as well as other relevant school information. Calendar and event reminders are emailed to parents periodically from the office, in addition to being posted on Facebook, and shared on Procure. Parents should look for our classroom newsletters to stay connected and updated with information regarding the classroom. The PTO also sends monthly communication via email to parents in the form of a newsletter called the PTO Loop.

Parent Nights

Parent Nights will be held throughout the year. Issues such as discussing Montessori philosophy and parenting materials are sometimes presented. This is an excellent chance to expand your knowledge of how your child learns and how you can carry this philosophy into your home. Other times, an "Open House" format is followed, with your child acting as a

guide to their classroom. Parents are expected to support school events and parent nights and to make every effort to attend.

Parent Volunteers

We strongly encourage every parent to volunteer to feel like a part of our school community and be an active participant in your child's educational experience. We will do our best to provide you with creative and broad opportunities for involvement so that there will be "something for everyone." Involvement does not need to be extensive or time-consuming to be meaningful to you and your child. Often, just sharing an experience, cultural information, travel experiences, or career expertise during circle time can enrich children's learning. We also have a Parent/Teacher Organization (PTO), which helps build community, supports the teachers, and conducts fundraising for the school. The PTO always encourages involvement and offers a wide variety of opportunities. Parents volunteering in the classroom must obtain a visitor's badge while on campus (see "Visitors" section below).

Participation/volunteering in any FMS activities and the use of any recreational facilities involves a risk of accidental injury despite all safety precautions. Volunteers assume all risks and hazards incidental to the activities and release from responsibility and agree to indemnify and hold harmless FMS, its officers, independent contractors, and all employees for any illness or injury that occurred during voluntary participation in any activities, trips, or use of any recreational facilities conducted by FMS.

Supporting Learning at Home

At Foothills Montessori School, we view education as a partnership between home and school. Children thrive when there is harmony between these two environments, and families play a vital role in extending the child's learning journey beyond the classroom.

While traditional homework is introduced gradually beginning in Upper Elementary and continues through Middle School (grades 4–8), we believe that purposeful work at home supports the development of concentration, responsibility, and independence across all ages.

Children at all levels are encouraged to engage in home routines that mirror the Practical Life work of the classroom. These include activities such as cooking, gardening, caring for pets, organizing materials, and participating in family responsibilities. These experiences not only build real-world skills but also foster a sense of confidence and contribution.

In addition, all students are expected to spend time reading each day. For our youngest students, this may look like sharing stories with a caregiver, while older students may read independently or explore research topics connected to their classroom interests.

Beginning in fourth grade, homework becomes an intentional extension of the child's classroom work. Assignments are designed to:

- reinforce and revisit key concepts introduced during the school day,
- support the development of time management and follow-through, and
- offer opportunities to complete unfinished work or prepare for project-based learning.

Families are asked to support their child's emerging independence by providing a quiet, orderly space for focused work, encouraging consistent routines, and allowing the child to take ownership of their responsibilities. Communication with the teaching team is welcomed if a student is experiencing persistent challenges with completing assignments.

Our goal is to help each child internalize a love of learning and the habits of effort, self-direction, and accountability—tools that will serve them well within and beyond the Montessori environment.

Visitors

All adult visitors to the school, including parents of enrolled students, must come to the office and sign in unless at designated pick-up and drop-off times. All visitors, including vendors and parent volunteers, will need to provide a valid driver's license to the office to be scanned and placed on an approved list. In addition, a visitor badge will be generated and must always be worn while on campus each visit. Visitors not wearing a badge will be asked to go to the office to sign in properly. Anyone not presenting a valid driver's license will be denied access to the campus.

On occasion, friends, relatives, and former students ask to visit the school during school hours. Although we strive to have a warm and welcoming campus, this can be very distracting to the learning environment. All visits must receive prior approval from the administration and will only be approved for the end of the school day, except under rare circumstances. No drop-in visitors will be permitted.

Observation

Our doors are always open, and we encourage you to visit the school. Formal observations do not begin until after the first six weeks of school and are not scheduled the week before a major holiday. You may call the office to schedule an observation time or communicate directly with the head classroom teacher. Please check in at the office any time you visit the school before proceeding to your child's class. It is important that we are always aware of all adults on campus. We will give you a visitor badge and escort parents to the classroom. This is for the safety of our students and keeps the disruption of the work cycle to a minimum.

Field Trips

Your child will have the opportunity to go on field trips. The parents' written parental permission slip, signed during registration, is used for the entire year. Parents will be advised about trips involving transportation off premises, usually provided by chartered buses, but on rare occasions by parent-owned vehicles. The notice will give complete details. Parent owned vehicles must be covered by private liability insurance, and parents must have a current driver's license and proof of insurance in their car or possession. Each driver will have a list of the children being transported in their car with the names and phone numbers of parents and or guardians. The driver of the privately owned vehicle and all passengers must wear seat belts or be in car seats if required by law. In addition, parent chaperones must sign up with their child's teacher in advance of the field trip, as space is typically limited.

Each year, students are given a field trip t-shirt, which must be worn during all off-campus outings for safety purposes. Unfortunately, students will not be able to attend a field trip if they are not wearing FMS apparel.

If you do not want your child to participate in any field trip or the student is not wearing the appropriate FMS logo wear, the school will make every effort to find classroom space in another classroom. If no such space is available, it may be necessary to keep your child home. There is no reduction in tuition for this absence. Children who arrive late for trips will remain in the office or in another classroom until their class returns. No transportation will be provided to and from school.

School Directory

We distribute a school directory in October of each school year. All parents/students who have agreed to be in the directory will be listed unless an objection is on file. The directory is to be used for social or child-related purposes in relation to FMS. It may not be used for solicitation of any kind.

Who To Ask?

Questions relating to your child's classroom, events, progress, or curriculum should be directed to your child's teachers. All inquiries relating to operations and policies/procedures of FMS and the PTO should be directed to the administrative team.

GENERAL ADMINISTRATION

Admission

Foothills Montessori School accepts children aged 3 years through 14 years. We admit students of any race, color, national or ethnic origin to all rights, privileges, programs, and activities generally made available to all students at the school. We do not discriminate on the basis of race, color, national or ethnic origin, or family structure in administration of our educational policies, admission policies, and other school-administered programs.

Tuition

Tuition is based upon a traditional 10-month school year (180 days). We follow an academic year calendar, which includes no school during winter and spring break and select holidays. No refunds will be given if a child is sick or time is missed because of vacations. A financial agreement must be signed before your child is enrolled, accompanied by the non-refundable enrollment fee of \$300.00 and a non-refundable deposit of \$500.00. Tuition is due in three payments on August 1st, October 1st, and December 1st. A ten-payment plan is available, payable in monthly installments from August 1st through May 1st; however, enrollment in the Tuition Refund Plan is mandatory. A \$50 late charge is applied to payments received five (5) days after the due date. If the balance is not cleared by the fifth day, it will also be subject to a \$50 late charge, as noted above. A \$30 declined payment fee is applied to payments/checks that were declined by the bank. A 30-day written notice is required for change in schedule requests; requests are not guaranteed. We reserve the right to increase tuition prices to meet economic changes when necessary. **Student accounts 30 days past due may result in the child being withdrawn from the school.**

Please note that we cannot accept American Express but do accept Visa, MasterCard, and Discover, with a 2% convenience fee. You may also opt to have tuition payments automatically deducted from the bank account of your choice by signing up for ACH for no additional fee. We do not accept checks.

Withdrawal from the school requires at least one month's advance written notice. You must continue tuition payments for the entire school year unless you participate in the tuition insurance plan, which will cover a portion of the outstanding tuition. There is no refund of any tuition for the school year, and parents will be obligated for tuition for the balance of the academic year.

Court Costs/Costs of Collection

If, after normal channels of collection are followed, we are forced to refer your account for collection, you will pay the cost of collection, including but not limited to attorney's fees.

Admissions Process

Upon receipt of the application, birth certificate, non-refundable application fee, and previous school records, parents will be contacted to schedule an assessment. The decision to accept the child for a particular program is made after assessments are conducted. Upon acceptance, an acceptance letter and financial agreement will be provided. This agreement is to be returned with the non-refundable enrollment deposit of \$800.00. A registration packet will be provided prior to attending. This includes enrollment forms, an annual calendar, emergency contact information, health requirements, and other information.

Student Files

Each student will need to have a completed file within the first week of school. This includes:

- Application
- Signed Financial Agreement and Enrollment Contract
- Emergency Form
- Copy of Immunizations with all shots being current or appropriate waivers
- Copy of the Child's Birth Certificate
- Any previous school records
- Pre-Admission Physical Exam Sheet
- Permission to Release Information

Re-Enrollment Procedures

Re-enrollment takes place in February. Students already enrolled in the program are given the opportunity to re-enroll before new students are admitted. All students must apply for re-admission each year and receive a letter of acceptance. Acceptance to the primary program does not guarantee acceptance into the elementary program, *including the Spanish Immersion program*. Siblings of currently enrolled students are given second priority. Open applications are accepted after re-enrollment is made available to currently enrolled families. Parents may request a class, but final decisions are made by the School Leader with input from the child's Head Teacher.

Termination of Contract

We, as a school, are committed to providing every opportunity for children to feel comfortable and make a positive adjustment to the classroom environment. At times, this might include making a transfer to another classroom. However, there are times and circumstances when a child may be asked to leave. These situations may include:

- A child is not able to use the toilet facilities independently.
- A child is not making the adjustment to the classroom environment.
- It is determined that the academic or behavioral needs of the child or the parent would be better served in another environment.
- A child is not completing assigned classroom work or homework.
- A child or parent's behavior is inappropriate.
- A child is habitually late or absent.
- A child repeatedly violates the dress code.
- Tuition is not paid on a timely basis.

The School Leader, in consultation with parents, faculty, and, at times, appropriate professionals, will determine the course of action in these cases.

FMS reserves the right to terminate any student's enrollment at any time for any reason not prohibited by law if, in FMS' sole judgment, the student is not meeting the program goals or standards or if we do not have adequate expertise or resources for the child's educational, medical, or other needs (subject to applicable regulatory requirements). FMS further reserves the right to decline enrollment/services to parents or guardians who, in FMS' sole judgment, are uncooperative, abusive to school staff, or, in FMS' opinion, will not be satisfied with FMS' best efforts.

Response to Intervention

Teachers are constantly monitoring students and the needs they may have. It is important for parents to be aware that FMS is not a special needs school, nor do we have the resources to adequately support some special needs. If students appear to need possible intervention or additional help outside the range of a normal classroom environment to be successful over the short or long term, academically or socially, the teacher refers the child to the administrative team. In conjunction with the teacher, administration may hold a conference with the parents, sometimes requesting additional testing through Child Find or another applicable testing agency. When appropriate, we require all students who appear to have special needs or have special needs determined by applicable professionals to submit to the following:

1. Review of re-enrollment on a semester-to-semester basis.
2. Parents must access, if determined necessary, a special assistant paid for by the parent, special classes, or services through the Clark County School District, private practice, or any other intervention that may be required. Parents must access and consistently use these additional resources determined to be needed for their child to remain enrolled in Foothills Montessori School. Parents must also follow up with all testing or resources in a timely manner.
3. All additional resources are the responsibility of the parents to access and provide for both through transportation and financially.
4. FMS requires complete disclosure of known disabilities. We do not have a special education department, and it will be critical if we can facilitate a student's unique learning or social-emotional needs.
5. FMS requires access to helpful information regarding disabilities and/or support persons who the school can contact and who can contact the school without privacy clause restrictions.

Transcripts

Student files are confidential, and proprietary records are kept secure. Parents have access to their child's file with a written request. Although transcripts, immunization records, and report cards may be copied for the parent by a staff member, no file can be taken off the premises of the school. If the parent disagrees with anything in the file, a written note in the permanent file may be added with the parent's comments. All student report cards in the student's cumulative file, as well as any student recommendations, will only be forwarded per a written request from a parent. Copies are then sent directly to the entity requesting the records and are noted in the child's file. Report cards and transcripts cannot be issued if a student has an outstanding balance on their account. Student records will be forwarded once the account has been brought up to date and/or items returned to FMS. In addition, all documentation regarding parent conferences, anecdotal records, behavior logs, sign-in/out sheets, incident reports, and any other internal communication by the staff of FMS will only be released under court order.

CODE OF CONDUCT

The staff at Foothills Montessori School has established an educational environment in which children can comfortably learn at their own pace. Each student has the right to learn and play without disruption or antagonism from other students.

The staff is committed to teaching and reinforcing appropriate student behavior. Courtesy, respect, and mindfulness are practiced by all staff members and students. Students are encouraged to consistently follow school rules of conduct, set a positive example for others, and always be conscious of how their behavior affects others. With parental support, our goal at Foothills Montessori is to ensure each child achieves success, both academically and socially. We believe the home-school connection plays an important role in achieving our goals. The major role of parents is to continually show interest in and support for their children at school.

Generally, classroom teachers implement natural consequences, but the administration team becomes involved when the situation warrants. Parents are not necessarily contacted at first, as students are encouraged to take responsibility for their actions and practice conflict resolution/mindfulness skills guided by a staff member. We believe each student has the final responsibility for the consequences of their behavior. If your child exhibits unacceptable behavior at school, you may be asked to help us teach your child an alternate, appropriate set of behaviors. With your cooperation and help, we can provide a positive, productive, and safe learning environment for your child.

We strive for a calm and satisfying environment. Classroom rules center on respect for others and our school environment. Grace and courtesy are part of our curriculum. If a child has inappropriate or disruptive behavior, the teacher will redirect the child to a different activity. Usually, this is all that is needed. If the behavior continues, the teacher will talk to the child involved and discuss and model the appropriate behavior. If the problem persists, the teacher isolates the child for a brief period away from the group and speaks quietly to the child. There is no special place for this in the room. Any chair, mat, or floor space serves the purpose.

Behavior considered unacceptable includes overly aggressive reactions or behavior such as hitting another child, fighting, biting, hitting a staff member, throwing rocks/pencils/materials, verbally abusing others, cursing, hiding or running from a staff member, stealing, or defacing property, and speaking about inappropriate or lewd subjects or soliciting inappropriate acts (i.e., sexual discussions, kissing). In such cases, the behavior is recorded promptly and reported to the Head of School. The parents are contacted to schedule a conference with their child's teacher to discuss ways to correct the behavior.

If the behavior continues, parents are asked to explore, with the assistance of the teacher, the reason for the child's inability to function within the school or on the playground. A decision is reached on how to handle any further disturbance or harmful activity. In some cases, it will be suggested that the parents seek professional guidance, and the child may be required to shorten their day. The child will be withdrawn from the school if the behavior consistently interferes with the learning environment, affecting others' ability to learn even with a behavior plan in place.

Foothills Montessori School reserves the right to require the withdrawal of any child if the teachers and administration determine the school environment is not a good placement or does not meet the needs of a particular child. Foothills Montessori School also reserves the right to require withdrawal in situations involving repeated violations of school rules.

Ground Rules

Respect for people and property is of utmost importance in a Montessori classroom. We expect a child to be courteous and respectful to both classmates and adults. Lessons in grace and courtesy are a part of our program. We encourage the parents to learn as much of Montessori's philosophy as possible so that they can assist the child in a positive manner.

Harassment, Intimidation, and Bullying

Harassment, intimidation, or bullying means any intentionally written message or image, including those that are electronically transmitted, a verbal or physical act, including but not limited to one shown to be motivated by any characteristic such as race, color, religion, ancestry, national origin, gender, sexual orientation, mental or physical disability, or other distinguishing characteristic, when an act:

- Physically harms a student or damages a student's property
- Has the effect of substantially interfering with a student's education
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment
- Has the effect of substantially disrupting the orderly operation of the school

Harassment may occur off school grounds and outside of the school day. However, if the action results in another student feeling unsafe and unwelcome at FMS, then the administration will become involved. If it is determined harassment has occurred, the student who harassed, intimidated, or bullied will be suspended or expelled. Any instances of sexual harassment of a student or staff member will result in immediate withdrawal.

Weapons

Foothills Montessori School prohibits the possession of firearms and weapons at school. Possession of lethal weapons will result in immediate withdrawal with notification to parents and law enforcement.

Exceptional Misconduct

Certain behaviors that are so serious in nature in terms of the disruptive effect upon the operation of the school may be deemed *Exceptional Misconduct*. *Exceptional Misconduct* may warrant immediate suspension or withdrawal.

Exceptional Misconduct includes, but not limited to:

- Possession or sale of a controlled substance
- Profane or vulgar language directed to and in the presence of a staff member
- Arson
- All fighting and/or assault and battery
- Harassment
- Defacing, misuse, or destruction of property
- Defiance of school authority
- Possession of dangerous weapons
- Theft

Action Plan for Misconduct*

Behavior	Low Severity	Severe	Persistent
Inappropriate Language	Teacher conferences with the student	Teacher call/email home and/or parent/teacher conference	Parent conference with administration and behavior plan
Minor Fighting	Teacher conferences with student and sends written warning home	Parent/teacher conference	Parent conference with administration and behavior plan
Disrespectful to adults/peers	Teacher conferences with the student; written warning sent home and apology written to the other individual	Parent/teacher conference	Parent conference with administration and behavior plan
Inappropriate Clothing	Call home requesting a change of clothes and/or provide a change of clothing on campus	Parent/teacher conference	Parent conference with administration and behavior plan
Initiating or Spreading Rumors	Verbal warning	Parent/teacher conference	Parent conference with administration
Taking Others' Belongings	Teacher conferences with student and notifies parent	Parent/teacher conference	Parent conference with administration and behavior plan
Cheating or Plagiarizing	Teacher conferences with student and notifies parent	Parent/teacher conference	Parent conference with administration and academic probation
Not Following Directions of Staff; Defiance	Teacher conferences with the student	Parent/teacher conference	Parent conference with administration and behavior plan

Classroom disruption	Teacher conferences with the student	Parent/teacher conference	Parent conference with administration and behavior plan
Incomplete assigned tasks	Loss of privileges; teacher conferences with the student	Parent/teacher conference	Parent conference with administration and academic probation
Inappropriate use of technology	Teacher conferences with students; verbal warning	Parent/teacher conference; loss of computer privileges in the classroom	Parent conference with administration and complete loss of computer privileges for the academic year
Teacher/School Property Taken		Parent/teacher conference; loss of privileges-possible suspension	Withdrawal
Leaving Campus Unsupervised			Withdrawal
Major Fighting		Parent conference with administration and behavior probation; possible suspension	Withdrawal
Harassment, bullying, and intimidation		Parent conference with administration and behavior probation; possible suspension	Withdrawal
Sexual Misconduct		Withdrawal	
Weapons on Campus		Withdrawal	
Threats of Bodily Harm		Parent conference with administration and behavior probation; possible suspension	Withdrawal
Defacing School Property		Parent conference with administration and behavior probation; possible suspension	Withdrawal
Drugs and Alcohol on Campus			Withdrawal

*Consequences may change at the discretion of administration based on mitigating circumstances

Mandatory Withdrawal for Behavioral Concerns

Behavioral concerns resulting in the withdrawal of a student relate to any actions that significantly interfere with the optimum functioning of the classroom, cause regular disturbance of the school’s routine or mission, or interfere in any way with another’s right to a safe and academic environment. If a student has significant behavioral concerns, one or all the following steps may be taken:

1. The child may be counseled by a teacher, and appropriate consequences may be imposed.
2. The child may meet with administration and their classroom teacher.
3. A conference or series of conferences may be held between administration, classroom teachers, and parents.
4. The child may be given a probationary period, which will outline behavior modification guidelines and a specific time period for improvement. Based on faculty training with Conscious Discipline, we will make accommodations and work to teach the behavior we expect with a formal behavior plan during this period.

- The child may be required to work under controlled circumstances for a period, commonly known as in-house suspension. This may involve accommodations such as the child working in an isolated area or a parent accompanying the child to school for a period.

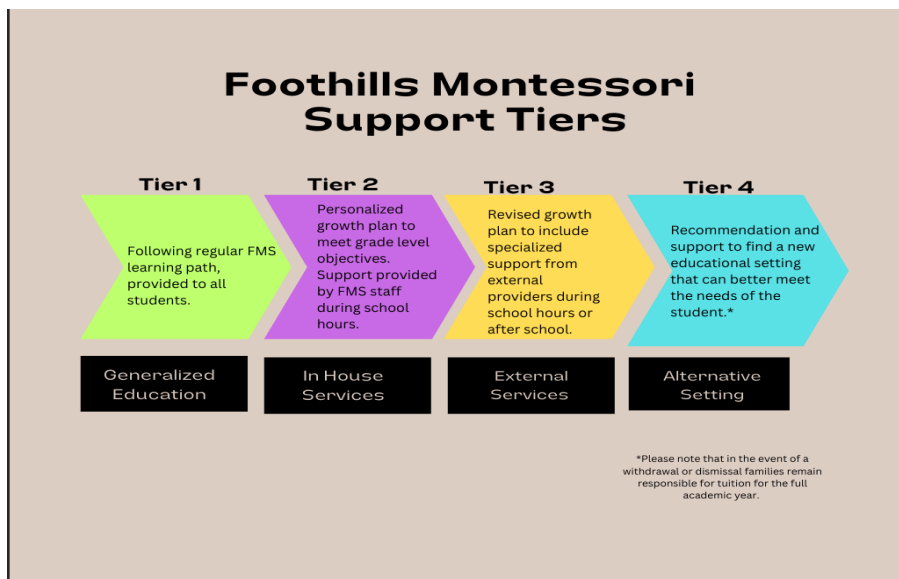
Although we strive to teach the whole child, allowing children opportunities to learn and mature, withdrawal may be required at any time at FMS' sole discretion.

Mandatory Withdrawal for Lack of Academic Progress or Failure to Meet Program Standards

A lack of academic progress may occur for a variety of reasons and is usually characterized by a student progressing at a rate that is more than a semester behind standard traditional expectations for a grade level. A student may fail to meet program standards by habitually not turning in assigned work or repeatedly not meeting minimum expectations for work. Each situation is treated individually. In serious cases, a team of teachers determines a course of action, including the classroom teachers, other professionals, administration, and the child's parents. If a special need is suspected, every effort must be made by the parents to assist in the identification of the special need (see the section on special needs for more information). FMS reserves the right to require additional tutoring for a student whose progress is of concern as part of an overall remedial plan. Although we strive to help each child reach their potential, withdrawal may be required for lack of academic progress or failure to meet program goals at any time at FMS' sole discretion.

Foothills Montessori Support Tiers

At Foothills Montessori School, we utilize a four-tiered support system to ensure each student receives the level of assistance they need to thrive academically. **Tier 1** represents our core instruction, which follows the regular FMS learning path and is provided to all students. **Tier 2** offers additional in-house support through a personalized growth plan to help students meet grade-level objectives, delivered by FMS staff during school hours. **Tier 3** involves a revised growth plan that includes specialized assistance from external providers, which may occur during or after school. **Tier 4** is reserved for situations where a student may benefit from a different educational environment. In this case, we work with families to recommend and support a transition to a setting better suited to the student's unique needs. Please note that should a student withdraw or be dismissed, families are still responsible for tuition for the full academic year.



Thank you for carefully reading this handbook. Following these guidelines and understanding school policies ensures a smooth year for all of us, and a pleasant and safe environment for your child.

*Disclaimer: All policies and procedures may be subject to change at the sole discretion of the Administration of FMS without written or advance notice. This flexibility is necessary to respond to the needs of our students and staff and serve their best interests while preserving the integrity of our programs.