

# Montessori Academy of North Texas

## Pre-Primary & Primary Student & Parent Handbook



**Empowering Children for Tomorrow's Challenges**

Montessori Academy of North Texas  
906 Cottonwood  
Sherman, TX 75090  
Phone: 903-893-3500  
Fax: 972-767-0999

<http://www.montessorisherman.com>

## **Mission Statement**

To provide an environment that will nurture and empower children to realize and explore the gifts of intelligence, curiosity, and creativity with which they were born. With the “whole child” approach, our goal is to empower children to achieve their full potential in all areas of life.

We intend to:

1. Recognize the importance of the partnership between home and school and support mutual trust and ongoing communication.
2. Provide an atmosphere of order, beauty, and harmony in which each child feels welcomed.
3. Engage children with materials and activities that allow self-correction, while focusing on single, basic concepts.
4. Provide activities that promote the cooperation necessary for individual well-being and a more cohesive society.
5. Provide a framework that promotes the development of self-discipline and conflict resolution.
6. Empower children to exercise choice, demonstrate the ability to make sound judgments, and accept responsibility for their choices. These skills help foster the development of character and independence of the child.
7. Offer opportunities for children to come to know how they fit into this wonderful world.
8. Provide situations that allow children to discover their natural ability to initiate learning and find it self-satisfying, therefore leading the child to strive to learn more and explore alternative ways of learning.

Strengths:

- NAEYC Accredited
- SACS Accredited
- Certified Montessori Teachers
- Degreed, Texas State Certified Elementary Teachers
- Low Student/Teacher ratios
- Strong academic program with a proven method that allows the child to develop fully at his/her own pace
- Emphasis on Cooperation
- Hands-on educational environment, including computers and internet access
- Multi-age and Multi-cultural classrooms and curriculum
- Excellent facilities and grounds segregated by age-group
- Open observation policies with secured on-line classroom webcams
- Formal Parent/Teacher conferences

## **Setting**

The school building is architecturally designed and landscaped to meet the Montessori philosophy. Windows allow an unobtrusive view into the classroom. Each classroom is self-contained with water fountains, sink areas, and individualized storage areas for children's items. The building is equipped with a library and computer lab. Three playgrounds allow for the separation of different age groups of children. Each classroom has a garden area on the campus.

## **Licensing**

Montessori Academy of North Texas (MANT) has been licensed by the Texas Department of Family and Protective Services. A copy of the Minimum Standards for Licensed Child Care Centers may be viewed in the school office or any classroom. Our inspection report is posted in the hallway, outside the Director's office.

If you have any questions or concerns regarding child-care licensing or minimum standard rules, please contact Texas Department of Family and Protective Services:

Local Licensing Office: 550 E 15<sup>th</sup> Street, Suite 120  
Plano, TX 75074  
(972) 633-6600

PRS Website: [www.dfps.state.tx.us](http://www.dfps.state.tx.us) 1-800-582-6036; Abuse/Neglect Hotline: 1-800-252-5400

**Director**

Angela Magers

Angela received her B.A. degree in Business Administration from Ouachita Baptist University in 1992. She has extensive experience in business management, human resources, and entrepreneurship. In 1998, she received her Master’s in Teaching from Austin College. She holds her Texas teaching certificate and has taught accounting and computer applications for several years at SHS. In 2004, inspired by her own children’s Montessori experience, she founded Montessori Academy of North Texas. Ms. Angela holds NAMC Montessori Certifications at the Infant/Toddler, Primary, and Elementary levels. She attended the National AMS Conference in Houston in 2005, California in 2007, & Chicago in 2011. She is a GLOBE certified teacher and speaks Portuguese.

**Affiliation and Accreditation**

MANT is NAEYC (National Association for the Education of Young Children) accredited. MANT is SACS (Southern Association of Colleges & Schools) accredited. We meet and exceed the minimum requirements set by the Texas Educational Agency (TEA) and make every effort to achieve the highest level of education and standards for the children we serve. We operate in accordance with the licensing rules and regulations for Child Care facilities as outlined by the Department of Family and Protective Services.

**Hours of Operation / Observance of Holidays**

The Half Day and Extended Day classes will follow the school calendar, which generally follows the Sherman Independent School District (SISD) calendar, with a few exceptions (parent/teacher conferences, staff days, etc.). The school is, however, open throughout the year for Full time students (7:30 – 6:00 p.m.) except for major holidays. The Half Day and Extended Day children can attend the school during the breaks at the cost of \$10.00 per hour, if space permits. Please see the school calendar for details.

**Programs and Services Offered**

Pre-primary Class	5 days M-F	
	Half day	7:30 a.m. – 11:30 a.m.
	Extended day	7:30 a.m. – 3:00 p.m.
	Full day	7:30 a.m. – 6:00 p.m.
Primary Class	5 days M-F	
	Half day	7:30 a.m. – 11:30 a.m.
	Extended day	7:30 a.m. – 3:00 p.m.
	Full day	7:30 a.m. – 6:00 p.m.
Elementary & Middle School	5 days M-F	
	Extended day	7:30 a.m. – 3:00 p.m.
	Full day	7:30 a.m. – 6:00 p.m.
After-school (Space permitting)	5 days M-F	3:15 p.m. – 6:00 p.m.

**Days & Months of Operation**

Our facility operates five days a week, Monday through Friday. Our academic year is August to May and we offer a summer program for the months of June and July.

## Admission Procedures

### Age for programs

MANT requires that all students entering the Pre-Primary program must be 18 months old. Children entering the Pre-Primary program do not have to be potty trained. However, they must be walking. All students entering the Primary program (age 3-6) must be at least 36 months old, potty trained and achieved specific academic goals. Our Lower Elementary program is for ages 6-9, Upper Elementary program is for ages 9-12, and Middle School is for ages 12-15.

### Application Process

#### *Non Discrimination:*

MANT admits students of any race, color, gender, religion, linguistic, national and ethnic origin, or socio-economic status to all the rights, privileges, programs and activities generally accorded or made available to students enrolled in the school. MANT does not discriminate on the basis of race, color, religion, or national and ethnic origin in administration of its educational policies, admissions policies, or athletic and other school administered programs. The staff and curriculum appreciates and respects cultural diversity in the classroom.

Admission to the school is contingent upon the following:

- a. Each parent and child must visit the school and have an interview with the Director and/or associate prior to acceptance in the school.
- b. Full payment of registration and tuition fees.
- c. Receipt of enrollment forms, including duly physician-signed immunization records and notarized emergency permission forms.

**Our commitment is to serve the needs of all our clients. However, on the rare occasion that a student does not meet the academic requirements of the school or fails to conform to the rules and regulations, the school reserves the right to refuse admittance or require immediate withdrawal.**

#### *New Students:*

An application form may be requested via telephone, e-mail, in person at the school or downloaded from our website. The application must be filled out completely and signed by the appropriate parties. The application must be accompanied by a non-refundable registration fee. Applications which are not fully completed or not accompanied by the registration fee will not be considered. Upon acceptance of enrollment, the registration fee will serve as the enrollment fee. If no space is currently available, the registration fee secures your spot on the waiting list. In addition to the completed application form, MANT must receive previous school records, immunization records, and Doctor's statement of health.

#### *Registration of Current Students:*

Beginning in February, registrations for the following school year are accepted from families of currently enrolled MANT students on a first-come, first-serve basis. If there are more registrations on the first day than available spaces, preference will be given to families who have attended MANT the longest. Beginning in March, new family registrations will be accepted for any available vacancies.

### Waiting List

If we are unable to accommodate your request for enrollment at any given time, if you desire, your application fee will be held and your child will be placed on the waiting list until an opening becomes available. As space becomes available, families are contacted in order of the waiting list and offered the opening.

### Admission of students with Special Needs or Problems

MANT complies with all American Disabilities Act (ADA) regulations.

### **Withdrawals from MANT**

Enrollment is understood to be for the full school year (August – May). No fees are refunded. This allows the school to maintain a consistent staff for your child. Parents/guardians must provide a 45 day written notice to withdraw the child from the school. Once notice has been given, the tuition must be up to date for every day the child attends until leaving.

### **Change of Address or Personal Information**

The school office should be notified immediately – (903-893-3500) [info@montessorisherman.com](mailto:info@montessorisherman.com), - upon a change of address, contact information, emergency contacts or telephone numbers.

## **Student Records**

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters MANT until the time the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The director is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours upon completion of the written request form. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. If circumstances prevent a parent or eligible student from inspecting the records, MANT will either provide a copy of the requested records or make other arrangements for the parent or student to review the requested records.

Parents of a minor or a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents, or trustees of the district, cooperatives of which the district is a member, or facilities with which the district contracts for the placement of a students with disabilities, as well as their attorneys and consultants, who are:

- Working with the student.
- Compiling statistical data.
- Investigation or evaluation programs.

The parent's or student's right of access to and copies of student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students after they are no longer students in the district, and records maintained by school law enforcement officials for purposes other than school discipline, do not have to be made available to the parents or student.

Records are also released in accordance with court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or the information sought not be disclosed, MANT will make a reasonable effort to notify the parent or eligible student in advance of compliance.

## Tuition

### **Payment Policies**

Tuition is due on the 1<sup>st</sup> of each month. A \$10.00 late fee per day begins on the 3<sup>rd</sup>. A child will be removed from the program if payment is not paid by the 5<sup>th</sup> day of each month.

Invoices will be e-mailed approximately 5 days prior to the beginning of the following month. **IT IS YOUR RESPONSIBILITY TO ENSURE THAT PAYMENT IS MADE ON TIME, REGARDLESS OF WHETHER YOU RECEIVE THE INVOICE.**

For your convenience, you may pay your monthly payments by debit card, credit card, check or cash. Credit and debit cards are quick and easy. Complete one form and forget about writing a check each month.

If you have a returned check, you will be charged a \$25.00 non-sufficient fund fee and \$10.00 late fee for every day after the 3<sup>rd</sup> of the month up until the remittance of payment is received by the school.

For families with multiple children registered concurrently, the first child pays full tuition, a second child receives a 10% discount on tuition, and a 3<sup>rd</sup> or more children receive a 15% discount on tuition.

Occasionally, we will have a special program for our students that may require us to ask you to provide items, some of which you may have to purchase. We try to keep these costs as low as possible. Please be prompt in responding to these special times.

### **Other Charges & Fees**

There is an annual registration fee. This fee is non-refundable and reserves and guarantees your child's space in the program. This is due at the time of enrollment and before the first day of the following academic school year.

There is a semester supply fee for all students in half-day, extended day, and full day programs. This fee is applicable each semester your child is enrolled, regardless of enrollment date. The Fall semester supply fee is due in August. The spring semester supply fee is due in January. The supply fee is due with the first month's tuition for each semester. Summer supply fee is due upon summer registration.

Fees are assessed if your child is not picked up on time (Please see times and fees under "Attendance - Dismissal")

### **Tuition Assistance**

MANT is a CCS provider through Texoma Workforce Commission. Any parent needing financial assistance must contact Texoma Workforce Commission at 903.463.9997 to see if they qualify for CCS assistance.

#### **Parents should provide the following items, labeled with the child's name:**

- ✓ All Pre-Primary and Primary children need a box of wipes
- ✓ All Pre-Primary and Primary children need a change of clothes, labeled with the child's name, in a large Ziploc type bag. The extra set of clothes should include pants/shorts, shirt, underwear, and socks. If clothes are sent home for washing, please return a new change of clothes the next day.
- ✓ Diapers (if applicable)
- ✓ Diaper cream (if applicable and the parent wants us to apply it)
- ✓ Nap Roll for naptime (if applicable)
- ✓ We request that children do not bring pillows – we do not have the space to accommodate them.
- ✓ Family photograph for your child's cubby

## Academic Procedures & Guidelines

Parents should keep teachers informed of any changes in the home situation that might affect their child. Additionally, parents should contact their child's teacher if anything comes up in conversation with their child that the parents think the school should know.

### Class Placement

In order to insure effective class make-up for multi-age grouping MANT considers the following factors when deciding in which classes to place students:

**Building Community** - At each level, children are clustered in learning communities for a 2-3 year period. These communities provide a number of advantages not found in traditional schools. Children work with others who are older & younger than themselves. The older students serve as role models and tutors for the younger students, and in the process they gain confidence in their own abilities and self-esteem regarding their skill level & expertise. The younger students watch the older ones and in the process gain a clear vision of what is expected of them. They have the benefit of working with and learning from their peers as well as the teacher. This community is a direct preparation for life in the family and the work place.

**Balance of Needs and Learning Styles** - Each learning community has a unique personality. The placement of children in these communities as they move from one level to another is a very important task. Each community needs a healthy blend of learning styles and personalities. The goal is that each of these classroom communities truly reflects larger communities.

**Siblings & Friends** - Siblings and clusters of friends are not usually placed together. A child grows from developing new relationships with others and expanding their social network. Building community requires individuals to extend themselves beyond their immediate circle of comfortable relationships.

**The Placement Process** - The Montessori classroom is child-centered. Therefore, when students are moving from one program to another, the child's assets and strengths are analyzed, then students are placed in a learning community that best fits their needs & gifts.

**Three-Year Commitment** - Because the composition of a learning community is selected very carefully, it is rare for children to be transferred from one community to another during this three-year period. The school asks parents and children to make a commitment to the learning community and to take the opportunity to get to know other parents & children so that adults can also experience the benefit of the MANT community network.

### **Promotion**

Prior to a student officially progressing to the next age group, a mandatory meeting must be attended with the director.

#### **Pre-Primary & Primary**

Students are eligible for promotion from pre-primary to primary when they are socially & emotionally prepared, potty trained, have demonstrated mastery of specific concepts, are three years old, and space is available. Promotion decisions will be made by the MANT Director and the child's teachers. Promotions will be discussed with the parent prior to any changes.

Students are eligible for promotion from primary to elementary when they are socially & emotionally prepared, have demonstrated mastery of specific concepts, are six years old, and space is available. Promotion decisions will be made by the MANT Director and the child's teachers. Promotions will be discussed with the parent prior to any changes.

## Parental Involvement

### **Parent Open House/ Orientation**

We invite every parent of a child attending MANT to attend Open House at the beginning of the school year. This get-acquainted meeting is a time to meet teachers, other parents, volunteer for various programs, receive information about changes and updates. Parent orientation is held in August after school has started and is mandatory for parents with kindergarten age children.

### **Montessori Parent Education**

Parent Education Classes will be scheduled throughout the year to share information about our school and the Montessori methods and materials. Your attendance is highly encouraged. Watch your newsletter and classroom calendars for dates and times.

### **Parental Visits and Observation**

Our webcam via our website allows parents to observe their child in the classroom anytime, anywhere. If a parent wants to personally observe their child in the classroom, they must first contact the MANT office. Visits to individual classrooms during instructional time are only permitted with approval of the director and teacher and so long as their duration and frequency does not interfere with classroom instruction or disrupt the normal school environment.

### **Communication Policy**

The administration, faculty & staff understand the importance of communication in promoting a sense of partnership within the community. We offer these guidelines as a means to facilitate understanding and encourage communication

### **Contact Information:**

Montessori Academy of North Texas  
906 Cottonwood Drive  
Sherman, TX 75090  
Phone 903-893-3500  
Fax: 972-767-0999

Phone: To reach any employee of the school, call

E-mail:

Director [amagers@montessorisherman.com](mailto:amagers@montessorisherman.com)

Administration [info@montessorisherman.com](mailto:info@montessorisherman.com)

Pre-Primary 1: [pp1@montessorisherman.com](mailto:pp1@montessorisherman.com) Pre-Primary 2: [pp2@montessorisherman.com](mailto:pp2@montessorisherman.com)

Primary 1: [p1@montessorisherman.com](mailto:p1@montessorisherman.com) Primary 2: [p2@montessorisherman.com](mailto:p2@montessorisherman.com)



## Forms of School/Teacher to Parent Communication

**Family Email Addresses** - MANT offers a weekly e-mail update to keep parents connected to current events and student deadlines. This weekly announcement contains links to classroom calendars and the current monthly newsletters, as well as special announcements and opportunities. Please be sure that the Admission Office has an accurate email address for both parents so that your family may receive the most updated information regarding the school, programs, activities and events.

**Website** - [www.montessorisherma.com](http://www.montessorisherma.com). The school utilized a web-based communication system for our newsletters, announcements, calendars, and billing. Website communication tools include on-line parent video access, school & classroom calendars, parent handbook, newsletters, photos of recent activities, as well as information about admissions, faculty & staff, parent education, school closings, parent opportunities, and printable forms.

**Facebook** - MANT has a public and private Facebook account. Parents can become friends of MANT and receive daily announcements.

**Lunch Boxes** - Reminders are commonly attached to your child's lunch box.

**Monthly Phone calls** - Your child's teacher will attempt to contact you a minimum of two times a month to share information regarding your child's progress. These calls are intended to help connect home and school and provide you with valuable information regarding your child's social and academic progress.

**Letters from the Director** - The Director will communicate to the MANT community periodically through letters sent via e-mail, posted on the website or through standard mail.

## Forms of Parent to School/Teacher Communication

Open communication between the staff at MANT and the parents is essential. It is our desire and intent to communicate openly and freely. We ask that parents share and communicate with the teachers on a regular basis. It is difficult for the teachers to discuss anything at length during drop off and pick up times or during school time.

Keep in mind that it is difficult for the teacher to leave the classroom during the school day. Messages will be returned during lunch and after school.

MANT has the following tools for parents to utilize to connect with teachers:

**E-mail** - This is a quick way to send a message to your child's teacher. E-mail will be checked throughout the day and teachers will make every attempt to reply in an appropriate and timely manner. (See "Contact Information" for classroom e-mail addresses).

**"Note to the Teacher"** - Forms are available in the MANT office for you to leave a note for your child's teachers. These can be used to communicate something the teacher needs to know or a questions or concern you may have. If the teacher needs to contact you regarding an issue, this form allows you to specify the best way and time to get in touch with you.

**Phone Calls** - Parents can call the MANT office and leave a message for the classroom teacher. Again, please keep in mind that the teachers are not able to take phone calls during the school day. Messages will be returned during lunch and at the end of the day.

**Scheduled Conference** - Teachers are very happy to schedule conferences to meet with parents one-on-one. This is one of the best ways to share ideas and develop community plans that ensure both school and home, are working toward a common goal and maintain consistency with a child. Conferences can be arranged during lunch or at the end of the school day. Please send an e-mail or a Note to the Teacher to be contacted to schedule a conference.

Should an issue arise regarding a communication problem, please follow this procedure:

1. Make every effort to give the school the benefit of the doubt.
2. Remember that students do not always have full access to all the facts or complete information related to the situation.
3. Recall that the school has specific reasons for its rules. The rules apply across the board to all students, and the school makes every effort to enforce them without favor or bias.
4. Please allow ample time to resolve the issue first and directly with the responsible person/people.
5. Please support your child's teacher and the school; call the teacher for any information that might help clarify all the facts.
6. If necessary, make an appointment with the teacher to seek resolution of the issue.
7. If the issue cannot be resolved with the teacher, please make an appointment with the Director.

Who to Contact should an issue arise (in this order):

1. Classroom teachers
2. Director

If there are any changes in school policies, parents will be notified in writing and required to sign a form stating that they have read and will comply with the policy or policy change.

### **Parental Participation in School Activities**

We encourage and welcome parental involvement. Many of the unique activities of a Montessori school are made possible by the voluntary efforts of parents and other individuals. Supporting the school, your children, and the community is an integral part of the Montessori philosophy.

Parental involvement in the school does much to ensure that the Montessori program is a rich, total learning experience for each student. Some of the activities for parent-student interaction relate directly to the classroom education of MANT students. For example, parents may:

- Coach an organized school sports team
- Volunteer a few hours a week to help in the office, read to children, or assemble instructional materials
- Organize school-based social activities
- Lend your time and support to our fund raising efforts
- Help out in the library
- Volunteer to be an Ambassador Family to parents new to the school
- Serve on one of the school's committees
- Contribute an article to the school newsletter
- Help teachers organize field trips or special lessons
- Help organize special events
- Volunteer your time to help the school prepare major mailings
- Teach a specialized, afternoon, studio class
- Help our students work in the Children's Garden
- Share your talents and special interests, such as a musical instrument that you play, a second language that you speak, a craft that you enjoy, or a field that you've studied
- Serve as a class parent

## **Safety & Security**

Montessori Academy of North Texas is committed to the safety of its students, faculty, staff & parents. All access to the campus will be through the main entrance. Each parent will be provided a security code to enter the building. DO NOT allow access into the facility for any other individual. All authorized MANT parents and staff have a security code. Please DO NOT push the panic bar to allow entry.

### **Visitors**

All visitors must register at the Front Desk and obtain a visitors name tag. It is necessary for all visitors to obtain a name tag to wear while on campus, alerting all students and staff of your identification. Name tags will be issued at the reception desk. Visitors will not be allowed to be unsupervised in our environment.

Any parent on campus to visit a classroom must check in with the Front Office and notify the classroom before proceeding to the classroom.

**MANT ID car window stickers MUST be visible on all parent and staff vehicles. The sticker must appear in the left corner of the back windshield.**

### **Weather Emergency/Cancellation of Classes**

Please watch or listen to the local TV and radio stations for school closings and/or delays, due to weather or other emergencies. Announcements regarding school closing will be available on KXII and KTEN. MANT will also post this information on our Facebook page. We make every attempt to follow the local ISD closings; however, MANT reserves the right to dismiss class due to inclement weather.

### **Emergency Preparedness & Drills**

Each month MANT students and staff participate in drills of emergency procedures. These drills and plans include, but are not limited to, natural events such as fire, tornado, floods, hurricanes, health events, communicable disease outbreaks, and human-caused events such as an unwanted and possibly armed intruder. Students are taught how to follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

Evacuation maps are posted at the door of each classroom. The nature and proximity of a threat or emergency would determine whether the campus would be locked down or evacuated. If the campus is in emergency lock-down, no one will be allowed to enter the building except for emergency responders. In that situation, students would be released to parents or guardians in a safe and organized manner once law enforcement and other emergency services providers give notice that it is safe.

If children must be evacuated & transported to an alternate shelter away from the center it is the first responsibility of staff to move the children to:

**Sherman Municipal Building  
405 N. Rusk, Sherman, Texas**

Children will be taken by MANT caregivers, each caregiver will have emergency contact information, which includes parent and emergency contact telephone numbers for each child in care; authorization for emergency care for each child in care; and a roll call of children in their care.

An assigned group of teachers will transport students. Another group of teachers will be assigned to stay with the students once they reach the Municipal Building and a third group of teachers will remain with the rest of the students at MANT until 100% of the student body and staff have been relocated to the alternate shelter.

Emergency information will be communicated to parents/guardians and the community through a variety of methods, depending again on the nature and proximity of the threat or emergency.

MANT Director, Angela Magers, will be available at the following **Emergency Contact Number- 903-815-3525**

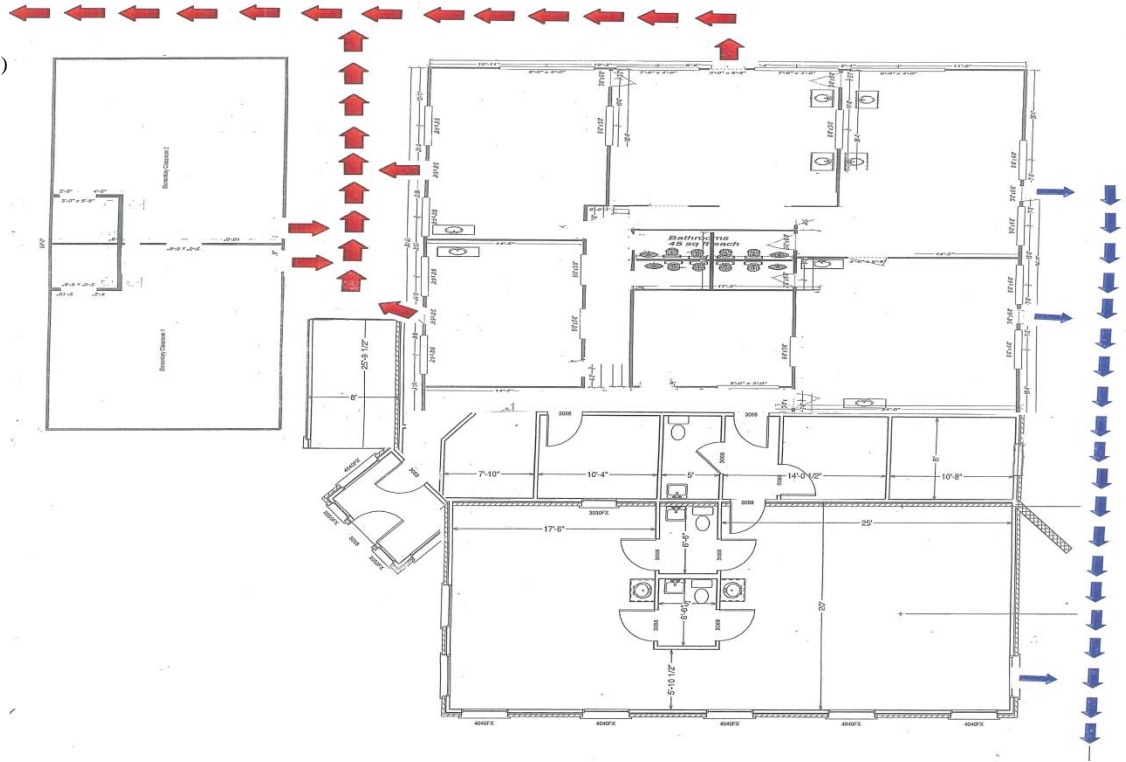
MANT Director, Angela Magers will distribute a school e-mail notification

MANT Director, Angela Magers will call 911 & notify police of our location

News media (KXII and KTEN) will be contacted to communicate emergency information (if possible).

### Evacuation Map:

Meeting place:  
Primary (3-6 yrs.)  
Lower Elementary (6-9 yrs.)



Meeting place:  
Pre-Primary (18 mo.-3 yrs.)  
Upper Elementary (9-12 yrs.)  
Middle School (12-15 yrs.)

## Attendance

**Our program begins promptly at 8:00 a.m. each day. Unless prior arrangements have been made, students are not allowed to be dropped off at school any later than 10:30 a.m.**

Parents, guardians, or individuals dropping off a child must check them in with MANT staff. All students are expected to be at school everyday and to report to their classes on time. Frequent absences and tardiness seriously affect academic progress and is disruptive to the teaching environment. In addition, individualized Montessori work time takes place in the morning hours and this is a valuable part of the curriculum we don't want any child to miss. There is no reduction in tuition for absences and/or vacations.

Parents must call the school office prior to 9:00 a.m. to report an absence or late arrival. **Unless prior arrangements have been made, students are not allowed to be dropped off at school any later than 10:30 a.m.**

### Absences

Each day is a crucial part of a student's education. What transpires in the classroom environment is difficult to duplicate. Daily attendance is extremely important. Missing the 3-hour work cycle is considered an absence.

### Excused Absences

Illness validated by a parent/guardian. When a student is unable to attend due to health reasons, parents should notify the MANT office by 9:00 a.m. If a child is contagious, a doctor's note must be provided stating the date they are able to return to school. Religious holidays, in addition to our scheduled days-off, are subject to prior approval from the Director to be considered an excused absence.

### Tardies

MANT considers the prompt arrival of students to school each morning to be critically important. When younger children arrive late it violates their sense of order. For the older child, there is a sense of embarrassment and disorientation. Late arrivals also disrupt the classroom community, the work of other children, and the teacher. Parents should help their child arrive on time as a sign of respect for the classroom community.

### Arrival

Oftentimes, it is easier for your child to leave you rather than for you to leave your child. As part of the developmental program, the carpool process is another step to help children develop their self confidence. Therefore, we encourage parents not to escort children to the classroom.

All students in the Half, Extended, and Full day programs may be dropped off no earlier than 7:30 a.m. Teachers will be outside to receive your child and escort them into the building. If you arrive after 8:10 a.m., please park your car and walk your child into the school building. **Unless prior arrangements have been made, students are not allowed to be dropped off at school any later than 10:30 a.m.**

If you arrive after 8:00 a.m., you may not take your child into the classroom. This tends to disrupt the classroom routine and other children. Please bring your child to the office and he/she will be escorted to the classroom by our office staff.

All After-School students may be dropped off as early as 3:15 p.m. Please do not drop off your child unless he is greeted by a teacher or aide.

## **Dismissal**

Half day students will be picked up in the front of the school building at 11:30 a.m. If the student is not picked up by 11:45 a.m., they will be taken back to their classroom. If the child is picked up after these times, parents will pay the hourly rate of \$10.00 per hour per child AT THE TIME OF PICK-UP.

Extended day students: Pre-primary and Primary students are dismissed at 2:50 p.m. Elementary students are dismissed at 3:00 p.m. If the student is not picked up by 3:15 p.m., they will be taken back to their classroom (if space permits). If the child is picked up after these times, parents will pay the hourly rate of \$10.00 per hour per child AT THE TIME OF PICK-UP.

Full Day and After-School children must be picked up no later than 6:00 p.m. A late pick-up fee is charged after 6:00 p.m. The late fee is \$20.00 per quarter hour if the child is picked up after 6:00 p.m. The late fee will be collected AT THE TIME OF PICK-UP. Please schedule your activities to avoid a late pick-up and unnecessary fees.

Full Day and After-School students will be called to the front office when the parent arrives to pick them up. We make every attempt to not interrupt the classroom. Therefore, parents are asked to wait at the front counter.

Parents must have proper safety restraints in their vehicles. If a parent does not have proper safety seats or restraints, they will not be allowed to leave the premises with their child.

## **Releasing to an Authorized Party**

Parents, guardians, or individuals authorized to pick up must check the child out with their assigned PIN number. A Consent to Release authorization form must be on file indicating to whom the child may be released. This form contains names, telephone numbers, and driver's license numbers of those to whom your child may be released on any given day. If your child is to ride home with someone other than those individuals specified on this release form, please notify the school in advance in writing with the individual's driver's license number. We will not release a child to an unauthorized person. We reserve the right to ask for photo ID as identification any time an unfamiliar person picks up one of our students prior to releasing the child. A child will not be released to a person without parental permission.

In the case of parental separation or divorce, the school MUST have a certified copy of the most recent court order regarding child custody which specifies who can pick up the child at which times. The school is legally bound to respect the wishes of the parent with legal custody. Without a document, both parents have equal rights to custody. We will keep this information confidential and solely for the safety and well being of your child. It is our policy to remain neutral in these matters and the school may not serve as a visitation site.

## **Traffic Safety**

Please enter the school into the circular drive via the west driveway. This is the ONLY ENTRANCE. The second, east driveway is to be used as the ONLY EXIT.

**DO NOT leave your car parked in the circular drive in front of the building.** Always hold your child's hand from the moment you take him/her from the class. Help us to guard the safety of all children. Please instruct your child about safety and warn him/her about running between cars or out the front door of the school.

Please put your car in park when dropping off or picking up children. For the safety of our children and staff, we need you to be conscious of the danger of leaving your car in gear. Please do not leave your child or children in the car alone when you come in the building to pick up siblings. Also, please lock your car doors and fasten seat belts before moving.

It is essential that parents refrain from visiting with or conferring with teachers at drop-off and dismissal time. Parents who wish to speak with a teacher should call the office to set up a convenient appointment time. MANT teachers are on duty at that time and need not be distracted from watching out for the safety of all students.

## **Homework**

Montessori challenges children to think, explore, and pursue tangible projects that give them a sense of satisfaction. Many assignments invite parents and children to work together. Ideally, home challenges will give parents and children a pleasant opportunity to work together on projects that give them both a sense of accomplishment.

Homework is intended to enrich and extend the curriculum. The idea is that homework is intended to afford students practice and to reinforce skills introduced in the classroom. Moreover, there is a certain degree of self-discipline that can be developed within the growing child through the process of completing assignments independently.

Homework encompasses a variety of activities, including your child's regular chores. It can help the child develop language skills, cultural awareness, make math a real part of the home environment and give the child a voice in family decisions.

### **Primary**

Primary level homework is required for Kindergarten level students. Optional homework for Primary students younger than age 5 is available on-line in the Parent Resource section. Primary level homework involves literacy based activities as well as number and math facts. These activities are an extension of the classroom and help reinforce concepts a child is working on at school. Kindergarten students are encouraged to read a minimum of ten minutes each day. A daily reading log is included in their monthly homework.

It is mandatory for Kindergarten students will participate in the annual science fair. MANT staff and teachers are available to guide and assist parents through this process.

Students that complete homework in a timely manner will have the opportunity to earn homework points. Points can be used for a variety of incentives. Students that do not complete and turn homework in on time may spend recess or special activity time to complete these required assignments.

## **Assessment**

Montessori teachers are trained in the observation of children, and the Montessori classroom is an environment in which the teacher observes each child's social, emotional, physical, and cognitive growth to understand how each student is developing. This information is shared with parents in several ways, including written reports of observations and regular conferences.

### **Assessment and Testing: Kindergarten**

In Montessori, working with the same children for three years and carefully observing their work, our teachers come to know far more about the students' progress than can be revealed on any paper and pencil test.

National standardized test of basic skills and abilities are administered beginning the spring of the student's kindergarten year. MANT will test all students annually during the spring semester. Spring testing is mandatory and no testing fee is assessed.

These assessments, along with written reports on each child's progress, their portfolios, essays and presentations are shared with the parents. Our goal is to communicate a clear picture of each child's growing competence and academic achievement as well as measure progress compared to independent norms.

## **Parent Conferences**

We believe conferences are an important tool to keep parents in partnership. It is not only an opportunity for you to gain insight to your child's academic growth, but also other areas of development. We also utilize our conferences as a way to further your education about the Montessori method. Your attendance and participation is critical. Both parents are encouraged to attend conferences. Formal conferences are held twice each year. Parents are welcome to request a conference at any time during the school year with their child's teacher. These conferences will be scheduled during the teacher's normal work day.

## **Learning Differences Policy**

MANT has a comprehensive plan designed to assist children who may be at risk for learning differences. The goal of the policy is to provide an ideal learning environment, based on Montessori principles with appropriate modifications that will guide and nurture the full development of the child with learning differences.

In accordance with plan, the following guidelines will be observed:

The classroom teacher is responsible for identifying each child he/she feels is exhibiting some characteristics of being "at risk" for learning differences and will notify the Director when "warning signs" or behaviors become apparent. In addition to observations by the teacher and Director, the student will be assessed using screening instruments appropriate to the Montessori classroom experience. In some instances, outside testing may be recommended via ECI, SISD Child Find, a physician, psychiatrist, or psychologist. MANT reserves the right to have any child enrolled in the program screened by our on-site speech therapist.

The first step in requesting an accommodation for a student identified as having a learning difference is to provide the Director with documentation of the condition from a qualified professional. Upon receipt of a diagnosis, the child's classroom teachers, Director, and parents will meet to design an individualized plan to be followed in the classroom and at home. The plan will outline strategies, outside resources, modifications in the classroom and home environment that will best accommodate the student's learning differences. The teacher, parents, Director, and any outside learning specialists will meet on a regular basis to monitor progress and make adjustments to the plan, if necessary. The goal is to ensure the success of the child in the Montessori classroom.

If, however, it is determined that the MANT classroom environment cannot adequately accommodate the child's learning difference, the Director will meet with the parents to explore placement alternatives.

## **Medical Policy/Procedures**

### **Immunization Requirements**

A student must be fully immunized or present a State of Texas affidavit that, for medical or religious reasons, the student will not be immunized. This affidavit must be renewed every 2 years unless it is a valid religious exemption dated before September 1, 2003, and then it is a lifelong exemption. The State of Texas requires that each student's personal immunization record, reflecting dates and types of immunizations, be retained on file in the school office. All immunizations must be validated by the doctor or health clinic. In accordance with this law, no child will be admitted without certification of the required immunizations.

The state requires a current shot record to be turned in by the first day of school. If your child does not have a shot record on file, he/she will not be able to attend school. If shots are needed to bring the shot record up to date, you have thirty days to do so, or your child will not be able to attend school until shots are received.

Sherman and Grayson County do not require TB testing for your child/children.



### **Vision and Hearing Screening**

A record of a current vision and hearing screening is required for children four years of age or older. (Four years of age by September 1<sup>st</sup>). Each child in the first or third grade must complete a screening or examination within the school year. Your doctor may provide this screening and record his/her finding on the back of the immunization card. Vision and hearing screening will be available each fall for students. There is a fee for the screening service.

### **Doctor's Statement**

The State of Texas requires that all students have a written statement from a licensed physician that the child has been examined within the past year and is physically able to take part in the school program. This document needs to be turned in, along with the immunization records, before any student may start school.

### **Medical Procedures**

When children are ill they need special attention and tender loving care. The time between exposure to an infectious process and symptom onset varies with certain illnesses. With most illnesses, children are contagious for at least three to five days before they develop any signs or symptoms. Please be aware of any unusual behavior, pulling at ears, rubbing neck, etc. These symptoms can alert you to the presence of an early infection. Please do not send your child to school when he/she is ill, including but not limited to: having a fever, sore throat, bad cough, vomiting, flu-like symptoms, or drainage from the nose that is not clear. Please call the office and let us know if your child will not be attending school due to illness.

An "Emergency Medical Authorization" form is included in the application packet. This form contains a place for the child's name, physician name, address, and phone number, and other emergency numbers. The parent's signature on this card must be notarized.

If a child becomes ill at school, MANT personnel will isolate the child and the parents or emergency contacts will be contacted to pick up the child.

If a child is injured at school, but does not require medical attention, the office personnel will apply any necessary ice, bandages, etc. An illness / incident report will be completed. A copy will be provided to the parent. The parent will be called if necessary.

If a child is injured at school and needs emergency medical attention, the office personnel will contact emergency authorities or transport the child to One Medical across the street from our facility. The parent will be contacted. If we are unable to contact parents, the emergency contact will be called. If the emergency contact cannot be reached, MANT staff have the authorization to transport the child to the parent designated medical facility.

**Students with a temperature over 99 degrees will be required to leave campus. A child with 100 degree temperature or greater may not return to school until he/she has been FEVER FREE for a 24 hour period, unless the child has been seen by a physician and MANT is provided with a medical release from the doctor to participate in our program.**

Please consider the health of all children and teachers. Do not bring your child to school if he/she has had any of the following symptoms in the 24 hours preceding the start of the school day:

Temperature

Rash – unless diagnosed by a doctor as non-contagious

Cough – any cough due to a contagious condition

Discharge from eyes or nose – due to unknown cause or contagious condition

Swelling – in any part of the body

Vomiting

Diarrhea

Should a child be dropped off and MANT is aware that the child had one of the previous symptoms in the prior 24 hour period, the parent will be called to pick up the child.

Parents MUST notify the Director as soon as it has been confirmed that a child has a communicable disease. Parents will be notified when a communicable disease occurs in the classroom. The school reserves the right to ask for a medical release from the doctor if the child should return sooner than the Director or Teacher thinks advisable.

### **Medication Policy**

If the child needs prescription and non-prescription medication administered during school hours the parents must:

- Send the medication in its original container, with the child's name on it. We cannot administer medication without the prescription on the bottle or packaging.
- Over the counter and prescription medicine must be in a ziplock bag with the child name and the date on it.
- All medication must have expiration dates printed ON the label by the pharmacist.
- Medicine will only be administered by the dosage and method of administration as stated on the medicine label.
- Sign and date a Parent Medication Consent form with specific instructions for the time the medicine is to be dispensed.
- A new form must be filled out every 14 days.
- Each medication must be filled out on a separate form.
- Drop all medication off at the front desk upon arrival.

**Please DO NOT send any medicine, vitamins, or a medication form in a lunch box or clothing bag.**

MANT shall return all unused medication to a parent when the medication prescription date has expired or the medication is no longer being administered to the child. If the medication is left on premises upon withdrawal from our program, the medication will be disposed of.

### **Child Abuse & Neglect**

State law governing child abuse and neglect shall be followed. MANT staff are required to complete an hour of mandatory annual training on sexual abuse and other abuse/neglect of children for all employees. All employees are trained to recognize signs of abuse and/or neglect. Any employee of MANT who has cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect shall make such reports as required by law. These reports shall be directed to one or more of the following agencies immediately.

In the event there is a concern that a child has been abused or neglected, it will be reported to the Texas Abuse Hotline via a phone call to 800-252-5400 or online at <http://www.txabusehotline.org>. If a child is in imminent danger, or appears to be sexually abused, local law enforcement will be called immediately. Our local CPS office is located next door; contact information will be obtained once an agent is assigned for continued communication.

MANT has posted contact information regarding reporting abuse and neglect on the information board in the main entry. MANT will include information in some parent education events regarding sexual abuse and other abuse/neglect of children, including warning signs that a child may be a victim of abuse or neglect. When applicable, information on abuse will be included in our monthly newsletter. Each year one of our monthly missions will benefit children that are victims of child abuse and use this to raise awareness. Local organizations on abuse and neglect include Child Protective Services (CPS), Crisis Center, Child Advocacy Center (CAC), and Court Appointed Special Advocate (CASA).

A parent of a child who is a victim of abuse or neglect can contact the Child Advocacy Center at 903-957-0440 for assistance and intervention.

## **Dress Code**

The school recognizes that cleanliness, personal appearance and proper dress habits are integral to education. Research confirms that there is a direct relationship between student appearance, attitude, and behavior. The school's dress code is established in the spirit of the Montessori way that affords each child choices within parameters of good taste and appropriateness for school activities.

MANT reserves the right to determine the appropriateness of any student's appearance and grooming as a reflection of school standards. Verbal or graphic design on clothing must be courteous without profanity or suggestiveness. Parents may be requested to bring a change of clothes. Students should not display any body piercing or tattoos.

Please send children dressed in comfortable, casual, play clothes. Although we do provide paint shirts/aprons and make every attempt to ensure children do not get paint on their clothes, it is inevitable that at times this may happen.

- **Children must wear shoes in which their foot is enclosed to prevent injury.** Tennis shoes are preferred. Sandals, flip flops, crocks, and open-backed shoes are not acceptable.
- Girls should wear shorts under their dresses.
- Students are allowed to wear fingertip length shorts and/or skirts/dresses, provided that they are hemmed or cuffed.
- Biking shorts, leggings, or tight-fitting knitwear must always be covered with a garment that is at least fingertip length.
- All shirts and blouses must cover the midriff areas at all times and in all circumstances. There must be no exposure of the midriff area or undergarments. The midriff area must not be seen while bending over, while standing, raising arms, and stretching. Low cut necklines are prohibited even when worn with a jacket/sweater or other type of cover up. Shirts, blouses and dresses must not be see-through.
- Students should remove hats when entering the building. This is a school rule for students. Adults can help set a good example by serving as positive role models and removing their hats when entering the building as well.

Please make sure all outdoor wear is labeled with your child's name.

## **Friday – School Spirit Day!**

We encourage all our students to wear their MANT t-shirt to school on Friday. This activity encourages community and promotes school spirit and pride.

## **Personal Possessions**

Sharing is a very important part of development. We want this to be a positive experience that will help the child become a confident individual. Therefore, Show and Tell times will be announced on the monthly classroom calendar. Show & Tell items must be educational and have some academic value. Toys may not be brought to school for Show & Tell. Suggestions for Show and Tell include books, collections, any item pertaining to a culture or nation, any item pertaining to history or science, or special honors the child has received. Please label all items sent for Show and Tell with the child's name.

Other than Show & Tell items, NO PERSONAL ITEMS, including toys, are allowed at school. They become a distraction, and many times, it is difficult to determine ownership within the classroom. When we become aware of personal items in the classroom, it is our usual practice to give one opportunity for the student to put it away. However, items will be confiscated if we have to remind students more than once. The item will be returned to the parent.

Electronic devices are not allowed to be utilized by students at school. Students are not permitted to possess items such as cell phones, telecommunication devices with text messaging, pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, or electronic device or games at school, unless prior permission has been obtained from the director.

### **Lost and Found**

Please label everything that comes to school with your child's full name. Remember to take coats, sweaters, and lunch boxes home daily. During the winter, MANT will attach zipper pulls to coats and jackets. These zipper pulls are labeled with the child's name for quick and easy identification. DO NOT remove them. Items forgotten by students are kept in a lost and found bin for two weeks. Articles left unclaimed for more than two weeks will be donated to charity or used as "extra" changes by MANT. MANT cannot replace lost articles.

### **Celebrations of Life**

Birthdays are a special occasion in a child's life. We honor and recognize this special day through a celebration of the child's life. This is not a birthday party (NO hats, party favors, etc.). It is a special event celebrating the growth and development of the child. A form will be sent home for you to help your child recall significant & memorable events during each year of his/her life that will be shared with the classroom. Parents are also asked to provide photos or create a scrapbook or poster with their child depicting each year of the child's life.

The MANT office sends an e-mail during the month prior to the child's celebration to coordinate and schedule the event. Celebrations of Life are held at 9:15 a.m., prior to snack, or at 11:15 a.m., prior to lunch. We invite you to attend and share in this special occasion. We make every attempt to have Celebrations of Life on the day of the actual birthday.

Parents are invited, but not required, to provide a special snack or lunch on their child's special day. These items must comply with our nutrition policy. No nuts, cakes, cupcakes, cookies, etc. Some suggestions may be trail mix, fruit salad, muffins, cheese & crackers, vegetable tray, finger sandwiches, macaroni & cheese, spaghetti, lasagna, etc. Due to food allergies and health issues, we request provided food items are store bought. Please check with the office in regard to food allergies in your child's class prior to purchasing or providing any food items. Drinks may not be provided. Students will be provided water by MANT.

Parents are not required, but may donate an item to the classroom in honor of their child. Each classroom has a teacher created wish list of items on the website in the Parent Resource section. Children are able to present the item to the teacher and share it with the class on this special day during the celebration.

The school office is happy to distribute birthday party invitations at school if every child in the class is included in the invitations. We request that you send the invitations without any names on the envelopes. This makes the distribution of the invitations easier and faster for the teachers.

## **Nutrition**

### **Snacks**

Nutrition is a significant part of our curriculum. All classes have a mid-morning snack time. Full day children also have a mid-afternoon snack. These snacks are provided by MANT. MANT makes every attempt to provide a healthy, nutritional snack. Water is provided for snacks. At times, the class will prepare and cook snacks. Parents may be asked to provide ingredients for special projects.

Wednesdays are designated as "Special Snack Day". One student in the classroom will be providing this snack. This is done in alphabetical order. Typically one child will provide snacks 2 times or less during the school year. Snacks must be within the nutrition policy guidelines. Some suggestions would be: applesauce, vegetable tray, fruit, whole wheat bagels, yogurt, cheese & crackers, etc.

Pre-primary classroom: “Special Snack Day” provides each child the opportunity to choose a snack that is healthy and to serve the snack to his/her friends.

Primary & Elementary classrooms: A “Chef of the Week” is designated. The student is encouraged to select a recipe and prepare it at home with the parents. The Chef of the Week will demonstrate the recipe for the class. Parents may provide the finished product as the snack for the day or provide the ingredients so each child can prepare his/her own snack after the chef has completed the demonstration. This presentation will take place on Wednesday morning prior to 9:30 a.m.

**If your child has a special diet or is allergic to certain foods, please notify the teacher. This must be noted on the child’s Emergency and Immunization Card on file in the MANT office.**

### **Lunch**

All Extended and Full day students must bring a sack lunch. We encourage a healthy, well balanced, meal.

- The provided MANT lunchbox **MUST** be used. This policy is in place to eliminate competition among students.
- **No refrigeration or heating of food is allowed.**
- Please utilize cold-packs designed for lunch boxes to keep any necessary items cold.
- A thermos can be used for hot foods.
- Please have food cut into bite size portions.
- Lunch should include healthy foods low in sugar. Some examples of types of food to send are:
  - **Protein** – Any meat, chicken, boiled egg, yogurt, cheese, cottage cheese.
  - **Peanut butter, peanut products, and nuts CANNOT be sent in your child’s lunch box due to the severity of peanut and nut allergies in children. We appreciate your efforts to ensure each and every child in our community is safe.**
  - **Grain** – Whole grain bread, tortillas, crackers, bagels, rice
  - **Vegetables** – A slice of carrot, tomato, celery, cucumber, lettuce, or avocado.
  - **Fruits** – Banana, apple, orange, peach, pear (peeled or cut into sections)  
Raisins, dried fruit, grapes (please cut grapes in half for pre-primary students)
  - **Chips, chocolate, carbonated drinks, candy, cookies, french fries, and items high in fat & sugar content are not allowed.** Teaching good nutritional habits is a vital part of our curriculum. If these items are sent in a child’s lunchbox, they will be removed by the teacher and returned to the parent in the lunchbox.
- Because lunch is being supplied by the family, MANT is not responsible for the nutritional value of the meal.
- Label all non-disposable containers with the child’s name.
- Each child will take home his lunch bag each day with any food he/she was unable to eat (all uneaten dairy products will be thrown away). This will serve as a guide as to what and how much your child eats away from home so there will be less waste. Extra juices will be thrown away to avoid spillage.

### **Lunch Bunch Friday**

Parents are invited to eat lunch in the classroom with their child are encouraged to do so on Fridays. Please contact the MANT office to make a lunch appointment and ensure a Celebration of Life or some other type of activity is scheduled.

### **Breastfeeding**

Human milk is the best source of milk for infants. Additionally, breastfeeding supports optimal health and development. MANT parents have the right to breastfeed or provide breast milk. MANT provides a mother with a place to sit in the MANT Training Room and breastfeed her child.

### **Nap and Rest Time**

Each day after lunch, the children will have a nap/rest time. Parents are required to provide a nap roll for their child. The nap mat is a blanket with an attached pillow that rolls up. They Velcro shut for easy carrying and storage. A few retailers that have these available are: RolleePollee, JCPenney, Target, Lillian Vernon, Crafty Baby, Nap Mats Etc. Please label your child's nap roll.

Children will rest for a minimum of 30 minutes. After thirty minutes, children who are awake will be allowed to choose quiet work. Otherwise, children are allowed to nap for up to two hours. If the parent would like for us to wake a child after a certain time allotment, we must be notified.

### **Discipline Policy**

"Our task is to show the way to discipline. Discipline is born when the child concentrates his attention on some objects that attracts him and provides him not only with a useful exercise but with a control of error."

- *The Absorbent Mind*: Clio Press Limited, 1994: p. 240

Discipline and order must be maintained for the benefit of learning. Behavioral problems are rare. However, when needed discipline will be individualized and consistent for each child, appropriate to the child's level of understanding, and directed toward teaching the child acceptable behavior and self-control.

We expect our students to:

- Put forth sincere effort in all their endeavors
- Be an integral part of creating and maintaining a safe environment conducive to learning & development
- Be role models for younger learners and peers
- Be responsible for their own actions
- Show consideration and respect for self, others, and environment
- Display physical and verbal self-control and monitoring
- Use positive conflict resolution strategies
- Manage anger in a safe and appropriate manner
- Participate in developing student behavior expectations
- Work toward self-discipline
- Help create an environment where safe, productive, and uninterrupted learning can occur

Positive methods of discipline and guidance will be used to encourage self-esteem, self-control, and self-direction.

1. Praise and encouragement of good behavior will be used instead of focusing only upon unacceptable behavior.
2. Children will be reminded of behavior expectations by using clear, positive statements.
3. When a confrontation occurs, the teacher/child/or children "explore feelings" in a kind, positive, manner.
4. If appropriate for the child's age and development, brief supervised separation or time out from the group will be used; separation is limited to no more than one minute per year of the child's age.

If discipline problems persist, the teacher will present the problem to the Director. The parents will then be called to arrange a conference with the teacher. At the conference the nature of the problem will be explained and discussed. Following this meeting, the teacher and Director will make a decision regarding any further action indicated to best meet the child's needs. If student conduct becomes disruptive and uncontrollable or physically endangers others in the classroom, MANT reserves the right to remove and/or dismiss the child from school without refund. Parents should always advise the school if a child's normal routine at home is disturbed or upset.

## Vandalism Prohibited

Any malicious attempt to harm or destroy MANT equipment or materials, data of another user of the system or any of the agencies or other networks that are connected to the Internet is prohibited.

Deliberate attempts to degrade or disrupt system performance may be viewed as violations of MANT policy and administrative regulations and possibly, as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses. Vandalism as defined here will result in cancellation of system use privileges and will require restitution for costs associated with system restoration, hardware, or software costs.

Forgery or attempted forgery of e-mail messages is prohibited. Attempts to read, delete, copy, or modify electronic mail of other system users or deliberate interference with the ability of other system users to send/receive e-mail is prohibited.

## **Acceptable Use of Computer/Computer Networks**

Technology is an integral part of our society. Therefore, it is important to familiarize children and assist them in developing good skills. Children ages 3 and up will have opportunities to utilize technology, educational software, and develop knowledge and skills. With right of access comes the responsibility to use the Internet both correctly and wisely. Access to the Internet for instance, may mean that some material found will not meet guidelines set in our Acceptable Use Policy. Monitoring and controlling all such material is impossible. The school will make every effort to discourage the appearance of such material. MANT will use both staff monitoring and a firewall in order to prevent the access of inappropriate material. However, due to the nature of the Internet, it is impossible to guarantee that inappropriate materials will not be accessed.

### Students WILL:

1. Promptly disclose to a teacher or other administrator or school employee any message they receive that is inappropriate, offensive or makes them feel uncomfortable.
2. Report to a teacher any unsolicited e-mail, security problems, or any other inappropriate materials found while working with the Internet.
3. Follow standards and procedures as taught by their teachers.
4. Additional rules and restrictions may be added at any time.
5. System users will only use his/her authorized account (they may not use another person's account).
6. Use appropriate language: swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language is prohibited.
7. Be responsible at all times for the proper use of an issued account.

### Students will NOT:

1. Post personal contact information about themselves or other people. Personal contact information includes home, school, or work addresses, telephone numbers, etc.
2. Agree to meet with someone they have met online without the approval of their parents or legal guardians.
3. Access their home e-mail accounts, download programs or enter chat rooms on MANT computers.
4. Attempt to circumvent system security, guess passwords or in any way gain access to secured resources.
5. Use the Internet for commercial gains or profits.
6. Move, repair, reconfigure, modify, or attach external devices to the computers or any system.
7. Attempt to block System Administrator monitoring of any and all computing activities.
8. Access material that is profane or obscene (e.g. pornography) or that advocates illegal acts, violence, or discrimination towards other people.
9. Plagiarize works they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were one's own.

10. Use obscene, profane, lewd, vulgar, rude, or threatening language. Nor will they through means of the Internet, harass or annoy any other users.
11. Knowingly or recklessly post false information about persons or organizations or pretend to be someone else when sending/receiving messages is considered inappropriate
12. Make deliberate attempts to disrupt computer systems, or destroy data by spreading computer viruses or by any other means. These actions are illegal.
13. Illegally download copyrighted software for use on home or school computers. System users are expected to observe the following network etiquette:
14. Using the network in such a way as would disrupt the use of the network by other users is prohibited.

#### **CONSEQUENCES**

Violation of this policy may result in any or all of the following:

- Loss of Internet access
- Disciplinary or legal action by the school or other involved parties.

#### **Information Content/Third Party Supplied Information**

System users and parents of students with access to the system should be aware that use of the system may provide access to other electronic communications systems in the global electronic network that may contain inaccurate and/or objectionable material. A student knowingly bringing prohibited materials into the school's electronic environment will be subject to a suspension and/or revocation of privileges on the MANT system and will be subject to disciplinary action in accordance with the Student Code of Conduct. An employee knowingly bringing prohibited materials into the school's electronic environment will be subject to disciplinary action in accordance with MANT policies.

#### **Violations of Laws - Drugs, Alcohol and Gang-related Activities**

Although we assume that it will never happen, as the school begins to extend through the higher levels, it seems important to be clear about our position. We expect our students to avoid any and all contact with drugs or alcohol. This is defined to include the use, possession, or sale of any controlled substance (drug) or alcoholic beverage. The possession or sale of any alcohol or controlled substance, either during the school day or during any school-sponsored trip, party, or function, by a student or parent is grounds for immediate expulsion.

MANT is a gang-free zone. Gang-related criminal activity or engaging in organized criminal activity 1000 feet of our facility is a violation of Texas law and is therefore subject to increased penalty.

#### **Violence and Harassment**

MANT cannot tolerate any irresponsible and dangerous behavior, acts of violence, threats of violence, emotional or sexual harassment or verbal abuse directed toward anyone. It is forbidden to bring or carry a weapon to school or to use any common object as a weapon.

Adults must use appropriate language around children at all times.

#### **Smoking**

SMOKING IS NOT ALLOWED ON THE MANT CAMPUS OR AROUND CHILDREN AT SCHOOL FUNCTIONS.

#### **Cell Phones**

Please turn off and do not use your cell phone while inside the school buildings.

#### **Permission to Photograph & Video**

The Permission to Photograph card must be on file in the office. This grants permission for staff and parents to photograph and video tape during class, field trips, and special functions. This also grants permission that the child's photo or video can be published in school publications, including all web based communication tools.



### **Transportation**

No transportation will be provided by MANT between home and our campus or public school and our campus. Transportation will only be provided, utilizing the services of TAPS, for field trips for elementary children.

### **Animals**

Due to the many challenges animals present, i.e. children's allergies, necessary veterinarian shots, etc., animals will not be allowed on campus. If at any time, the school decides to have a guest visitor, such as a local veterinarian, an announcement will be made via previously specified communication tools. Parents must notify the MANT office if their child is not able to participate in the activity. MANT reserves the right to allow specific animals on-site for extensions of instruction and curriculum purposes.

MANT will have some classroom pets and insects (lady bugs, ants, butterflies, etc.) on site for scientific study.

### **After-hours employment**

Due to potential conflicts of interest, MANT employees will not "moonlight" for personal babysitting and related services.

### **Library**

The library is for all children to utilize and designated class time will be spent in the library. Primary and pre-primary children are not allowed to check out books on their own. Parents are invited to accompany their child into the library to check out any desired materials. No more than two materials can be checked out at any given time. We hope you will utilize these materials to provide reading and literature opportunities at home.

### **MANT Logo Items**

Lunch boxes, t-shirts, and sweatshirts are available for purchase via the MANT office.

### **Recycle with MANT**

Many items you may throw away each day or discard from time to time can be very useful in crafts and classroom activities. Please keep MANT in mind when you're "spring cleaning". Examples of items we would find useful are:

Empty toilet paper or paper towel rolls	Empty baby food jars	Plates	Utensils
Old clothes for dress-up	Audio/Video equipment	Office or school supplies	Books
Children's software	Small kitchen appliances	Board games	Balls
Educational toys	Craft items	Plastic storage boxes	
CD/DVD	Sports equipment	Gardening items	
ETC., ETC., ETC.			

## Community Resources & Services

### **Texas Department of Family and Protective Services Child Care Licensing**

Local Licensing Office:  
550 E. 15<sup>th</sup> Street, Ste. 120, Plano, TX 75074  
Phone: 1-800-582-6036

State Office:  
701 W. 51<sup>st</sup> Street, P.O. Box 149030, Austin, TX  
78714-9030  
Phone: 512-438-4800

### **Early Childhood Intervention (ECI)**

MHMR Services of Texoma  
P.O. Box 1087  
Sherman, TX 75091-1087  
Phone: 903-957-4810

### **The Rehabilitation Center**

1216 Hillcrest  
Sherman, TX 75092  
Phone: 903-893-7457

### **Grayson County Crisis Center**

4200 North Travis Street  
Sherman, TX 75092-4042  
Phone: 903-893-5615

### **SISD Child Find Services**

P.O. Box 1176  
Sherman, TX 75091  
Phone: 903-891-6439, x305

### **Workforce Texoma Solutions**

Grayson County  
2415 S. Austin Ave., Ste. 105  
Denison, TX 75020  
Phone: 903-463-9997

### **Child & Family Guidance Center of Texoma**

804 East Pecan Grove Road  
Sherman, TX 75090-1767  
(903) 893-7768

### **Grayson County Health Dept.**

205 N. Houston Ave.  
Denison, TX 75021  
903-465-2878 X241

### **Grayson County Counseling Services**

2009 Texoma Pkwy., Ste. 3  
Sherman, TX 75090  
Phone: 903-892-2874

### **Angels of Care**

Pediatric Home Health  
102 S. Collins Freeway, Howe, TX 75459  
Phone: 903-532-1400

### **Bluebonnet Screening**

Lenee Rogers  
P.O. Box 595161  
Dallas, TX 75359