



Parent Handbook

Fox Valley Montessori School
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Mission Statement

The community of Fox Valley Montessori believes in the child as a whole being. We strive to foster a community that builds global citizens through social and environmental responsibility, creative and critical thinking skills, leadership, and life management skills.

The Fox Valley Montessori School Story

Fox Valley Montessori School ("FVMS") was established as a not for profit half-day preschool in the late 1960's by a group of dedicated parents, committed to the philosophy of Dr. Maria Montessori. Small classes were held in various church activity rooms until February 1977, when the school opened its doors at our present location at 850 North Commonwealth Avenue in Aurora, Illinois.

In 1978, a Toddler program for children 18 months to three years of age was added to the existing program for children three to six years old. In 1979, all day and summer camp programs were offered. In 1981, the school added an elementary program for children six to nine years old, in 1984, the elementary classroom was expanded to include children from ages nine to twelve.

Throughout the 1980's the enrollment grew to 100 children. In September of 1991, the school doubled its physical size to nearly 13,000 square feet, remodeling the entire facility to allow for broader toddler services, an additional primary classroom, and the separation of elementary classes. During the summer and fall of 1996, another 5,800 square feet were added in the form of a large activity room including a stage.

Montessori Method

Dr. Maria Montessori, based the approach on her scientific observations of young children's behavior. As one of the first female physicians to graduate from the University of Rome, Montessori became involved with education as a doctor treating children labeled as mentally handicapped. Then, in 1907, she was invited to open a child-care center for the children of desperately poor families in the San Lorenzo slums of Rome. She called it "Casa dei Bambini" (Children's House) and based the program on her observations that young children learn best in a homelike setting, filled with developmentally appropriate materials that provide experiences contributing to the growth of self-motivated, independent learners.

Fox Valley Montessori School employs the Montessori philosophy and method developed by Dr. Maria Montessori. We believe that each child develops at his or her own individual pace and level. Our goal is to help children develop into independent, self-disciplined, and responsible life-long learners. The prepared environment and use of manipulative materials is very important in the Montessori classroom. Respect for each other, the environment, along with an opportunity for individual choices will guide the positive framework for each child's education. The school is committed to the care and education of children.

Affiliations and Licensing

American Montessori Society

FVMS is a full member with the American Montessori Society, a national, non-profit tax-exempt organization dedicated to the promotion of better education for all children through teaching strategies consistent with the Montessori system of education and the incorporation of the Montessori approach into the framework of American education. It is the largest Montessori group in membership, schools and teaching training centers.

FVMS has consistently maintained the standards required for affiliation with the AMS. These standards are (1) classroom design, materials, and apparatus used, which must meet the standards of the Education Committee of an AMS full member school, (2) the Directress of the class must be certified, and (3) the number and age range of the children must conform to AMS full member school standards.

Illinois State Board of Education (ISBE)

Fox Valley Montessori is recognized by the ISBE as a non-public school. This recognition:

- Gives assurance that the school's educational program has been approved by ISBE and meets at least minimum state requirement.
- Is an aid/requirement to entrance in many colleges, universities and other post-secondary institutions and training programs.
- Is a requirement for membership in Illinois High School Association and student participation in Illinois Elementary School Association sanctioned sports, contests, tournaments, etc.
- Is a requirement for acceptance/assignment to most military training programs.
- Is a requirement for eligibility of students to sit for licensing examinations in fields covered under the Illinois Nursing Act
- Teaching in a recognized nonpublic school is a requirement for partial cancellation of NDEA student loans and for credit for student teaching
- Teaching in a recognized nonpublic school is often used to determine placement on the salary schedule when teachers transfer to other schools, both public and private, especially in other states.
- Student transfers from recognized schools are expedited and credits can be generally accepted.

Department of Children and Family Services, State of Illinois

FVMS has continually maintained the standards required by the Illinois Department of Children and Family Services for licensing for our Toddler program. These standards concern administration, staff, health, building codes, programs, food, equipment, indoor and outdoor space, and many other areas.

Admission Policies and Procedures

Children between 15 months and 12 years old will be considered for admission. FVMS does not exclude, expel, limit or otherwise discriminate against an individual seeking admission as a student or an individual enrolled as a student because of sex, race, religion, national origin or known physical or mental impairments. Upon enrollment, a one-time deposit is required for each student.

Re-Enrollment Procedures

Children that withdraw for an extended amount of time (personal reasons) are required a \$125 re-registration fee in order for their spot to be held. Please be aware that there may be occasions, due to current enrollment, that the school may not be able to hold or guarantee your child's spot if you withdraw. Completion and updating of new forms and information will occur at this time. Re-registration will not be accepted from families with outstanding tuition or fees, from students previously dismissed from FVMS, from students with staff recommendations conflicting with parents' choice of programs, and/or at the discretion of FVMS administration.

Tuition

All parents are expected to sign a Tuition Agreement, electing the applicable student program and payment method. Currently, there are three tuition payment options, which are as follows:

Option 1: One annual payment, due date determined each school year

Option 2: Two payments, due date determined each school year.

Option 3: A ten month payment plan with first payment due August 1 and final payment due May 1 of the school year.

Tuition Due Dates

Tuition and fees are due on the first business day of each month, without regard to absences for holidays, vacation illness or school breaks. If the tuition date falls on Saturday or Sunday, the payment is due the following business day.

Late Fees

If a tuition payment is not received on or before the 5th business day of any month, FVMS will charge a \$25 late fee and a \$5 late fee every day thereafter. After two consecutive delinquent tuition payments, FVMS may remove the child from school immediately.

Insufficient Funds Fee

For any check returned to FVMS for non-payment, FVMS shall charge a \$50 fee, plus any additional bank fees.

Opportunities and Expectations for Parent Involvement

Observations of Classroom Activities

Parents are encouraged to observe classrooms. Observations are most advantageous when scheduled in advance. Classroom observations can be scheduled after October 15th, to allow students to adjust to their environment.

Parent Communication with Teachers

Parents are encouraged to share information and direct inquiries or concerns about their child with the Classroom Director and/or the Head of School. Since a consistent routine is necessary at the beginning of each day, please try not to confer with the Classroom Director before or during class time. Call the FVMS office or send notes with your child requesting a conference or phone call, and the Classroom Director will call you as soon as possible.

Parent Teacher Conferences

FVMS Classroom Directors conduct two (2) scheduled parent conferences per year in the fall and winter. The objective of the first conference is to exchange student information and to set student goals with the parents. The second conference is designated to provide a verbal and a written progress report. The Classroom Director will discuss the progress of any child with the parents upon request. The Classroom Director is responsible for preparing end-of-the-year portfolios for each student. Additional conferences may be held at any time by contacting the Classroom Director.

Parent Participation

In keeping with the purpose and the spirit of the Montessori approach to education, FVMS requires each parent to become involved in the activities of the school. This positive participation includes communication between home and school, as well as the **parents agreement to provide 20 hours of service or \$300.00 to the school each year**. Parents are reminded that through their volunteer participation, the child sees and understands that the parent sincerely and deeply cares about the student and the school and a sense of value and pride is fostered.

Photo/Video/Audio

Fox Valley Montessori School prohibits parents from videotaping/photographing/audio recording of children in the school without the written consent from the school.

Auxiliary Programs

Before and After School

If your child needs to be at FVMS earlier or later than his/her contracted program, the hourly rate is \$10 per hour. A parent must make arrangements in advance so that we can ensure we are properly staffed for additional children. Please contact someone in the office to make arrangements ahead of time. We will try to accommodate you whenever possible, but adequate staffing is our priority.

FVMS closes at 6:00pm. Parents of children picked up after 6:00pm will be charged at the firm rate of \$5.00/minute. After three late pickups, FVMS reserves the right to remove the child from school immediately. If a child is not picked up within one hour of contracted time, and we are unable to contact the parents or someone on your emergency list, we will contact the police and DCFS. It is FVMS' responsibility to protect and ensure each child's safety and well-being until the parent/guardian or outside authorities arrive.

Parents/Guardians agree to advise FVMS immediately of any changes regarding their personal contact information, including addresses and phone numbers for home, work and cell phone. Parents/Guardians also agree to provide immediate notice to FVMS of any changes regarding their emergency contact or contingency persons.

Lunch/Snack Policy

Peanut and Tree Nut Policy

FVMS follows a peanut and tree nut restricted policy to protect children who are allergic to peanuts and/or tree nuts. Any foods made with peanuts or nuts or the by-product of peanuts or nuts cannot be brought into our buildings at any time. Foods packed in lunches, special snacks, or birthday treats must nut free.

Lunch

FVMS offers 2 choices for lunch; you can order an organic catered hot lunch provided by Organic Life for your child or you can send them with their own lunch. We ask that parents provide a well-balanced meal that represents all of the food groups. We will not serve candy, gum, juice or soft drinks sent to school in your child's lunch bag. Good health, proper nutrition and food preparation are a part of our Practical Life curriculum at all program levels. There is a microwave available in each of the classrooms for warming student lunches. Please remember we are a NUT FREE environment.

Snacks

In the Toddler and Primary Programs, snack is offered each day during the morning. Parents of children in either program take turns providing simple, nutritious snacks for their child's class throughout the school year through our Sharing Basket. The Sharing Basket contributes to our Practical Life curriculum by giving the children an opportunity to prepare food for themselves during their morning Working Time. The Classroom Directors will prepare the snack schedule and notify parents what the classroom needs for snack and for food preparation items. Any special snack arrangements should be made directly with the classroom teacher. Lower and Upper Elementary students are encouraged to bring in their own nutritious snack in their lunch boxes. Your child is welcome to share a birthday treat. We encourage special snack items such as muffins, fruit, cheese or yogurt. Please do not send in candy, cookies, cupcakes, etc.

Health & Emergency Procedures

Physical Examination

All students are required to have a physical examination with up to date immunizations. These must be updated on a regular basis. All Illinois children in Kindergarten, Grades 2 and 6 are required to have an oral health examination. The examination must be performed by a licensed dentist, and he/she must sign the proof of school dental examination form. All Illinois children in Kindergarten or upon first entry into an Illinois school beyond Kindergarten are required to have an eye examination. Examinations must be performed by a licensed optometrist or medical doctor who performs eye examinations. Each year vision and hearing screenings are conducted for FVMS students.

All new students enrolling after July 1, 2017, are required to have a physical examination with current immunizations. These must be updated on a regular basis, as required by Illinois Code Title 77 Part 665, and under the requirements listed on the State of Illinois Certificate of Child Health Examination. Exceptions will be for those children with medical conditions indicating that they cannot receive certain vaccinations, per Illinois Code Title 77 Part 665 § 520. Religious exemptions will be considered by the Head of School in consultation with the

Board of Directors in accordance with the guidelines described in Illinois Code Title 77 Part 665 § 510.

Illness

Please do not bring your child to school when he/she is sick. If your child exhibits symptoms of illness during a twenty-four hour period prior to his/her scheduled attendance at school, then it is necessary to keep your child at home. In the event that a child shows symptoms of a fever or other illness, while at school, the child will be isolated and the parents will be called immediately. The child must be picked up at this time. It is imperative that emergency forms be kept up to date so you can be reached immediately. Your child must be fever free, without the aid of medication, for 24 hours before returning to school. This is for your child's, the other students, and staff's health and well-being.

For all infectious diseases, whether the child contracts the disease while at school or elsewhere, please notify FVMS to communicate the type of infectious disease. If a child has been absent due to a contagious illness or prolonged sickness, a release from their doctor will be required prior to their return to school. FVMS is registered with the Illinois State Board of Education and will report all incidents of infectious diseases as required.

Medications

Your child must be kept at home for the first 24 hours while on an antibiotic. We discourage the administration of medication during school hours and we request that whenever possible, medication doses be scheduled during non-school hours. However, we realize that this may not always be possible or practical. In the event that your child needs to have a medication administered at school, we ask that you please adhere to the following guidelines:

- All medicines sent to school must be delivered to the office, labeled clearly with the child's name and the name of the medicine in the prescription container. Written authorization must be given to the school and signed by the parent, authorizing a staff member to give the medication. A school form containing the following essential information should be completed with: name of the child, name of the drug, dosage to be given, time of administration, proper storage (i.e. refrigeration), any special instruction or concerns.

Allergies

All allergies should be reported to the school administration and your child's teacher.

Emergency Health Care Plan

If your child suffers from any chronic health problems that require special procedure or medications, there must be an Emergency Health Care Plan on file with the school. It is the responsibility of the parents to update any necessary changes in the Health Care Plan to ensure that the staff of the school is informed on or about any potential emergency situations.

Emergency Procedures

In case of serious injury/illness, the paramedics will be called and parents notified. In less serious situations, parents will be called immediately and first aid will be administered to your child. If you cannot be reached, the emergency telephone number listed on our form will be called.

General Emergencies

FVMS plans for emergency situations and prepares the students and staff for implementations of those plans through periodic drills. For extreme inclement weather (tornado warning, etc.) the students are all gathered in the wide hallways which have no exterior windows. The building is a pre-cast structure with concrete pillars which is architecturally sound for this purpose. Fire drills are conducted in compliance with the local fire department. Exits are clearly marked and meet all code requirements. Additionally, the entire building is sprinkler equipped.

Weather and Site Risks

Snow Day Policy

FVMS will be closed if the Head of School determines travel conditions are unsafe. When FVMS is closed due to inclement weather, no school or daycare services will be provided. FVMS communicates school closures by 7:00am via email, text, and the emergency closing center website (www.emergencyclosings.com).

Outdoor Activities

Outdoor activities are a part of our daily schedule, weather permitting. **Students who are too ill to participate in outdoor activities should be kept home until well.**

Attendance Procedures

Attendance Policy

Punctual and regular attendance is important and expected. Regular attendance in school is the joint responsibility of the student and his/her parents. The responsibility of FVMS is to provide each student with quality instruction. Student attendance is maintained in the student's permanent records. The school day for Primary and Elementary students is 8:30am to 3:00pm (2:45pm for Toddlers).

Arrival and Dismissal

When arriving with children between 8:15am and 8:30am, parents are asked to drive up to the front entrance of the FVMS building. Staff will escort the children from the car into the building at arrival and dismissal times. To avoid traffic hazards, parents are asked to bring their child(ren) to school, say goodbye in the car and pull through the circular drive. If a student arrives at an "irregular" time, parents need to escort the child to his/her class. **PLEASE DO NOT PARK IN THE CIRCULAR DRIVE.** During arrival or dismissal times, do not block the driveway turnaround. If you are in line to drop off or pick up children, please do not leave your car. Pull up to the canopy by the front door so a staff member or elementary student can help your child in or out of your car.

No child will be dismissed to someone other than a parent without the parent's notification to FVMS. The individual must present proper identification. FVMS needs parental notification, even if the individual is on the list of people authorized to pick up a child. If a child is to ride

home with another child, FVMS must have written permission to allow the child to leave with another family (and a car seat/booster seat) In the event of an emergency or unforeseen circumstance, please contact the Head of School. Dismissal car line starts at 3:05pm.

Late Pickup

A late pickup fee in the amount of \$5.00/minute is charged for any student not picked up by 11:40am, 3:20pm or 6:00pm. The late pickup fee is due when the child is picked up. We will call parents and the emergency contact numbers provided at least one time. Children who are not picked up at dismissal time will be sent to the office, not the after school program. If a child is not picked up within one hour of contracted time and we are unable to contact parents or someone on the emergency contact list, we will contact the police and DCFS.

Tardiness

Our school day, for primary and elementary students, starts at 8:30am. If you know your child is going to be late, please call the office. If a student arrives after 8:30am, a parent is expected to escort the child to the classroom door. Kindergarten and Elementary students arriving after 8:30am are marked tardy for the day. Late arrival disrupts the teaching and learning process for your child, his/her peers and the teaching staff.

Transportation Policy

Carpools

Carpools are often arranged by parents to share the responsibility of transporting children. Student directories are distributed in September to help you find others interested in carpooling. Contact the office if you need help forming a carpool. Members of carpools need to submit a list of members of the pool and who the drivers will be for dismissal purposes.

Pick Up Authorizations

We must have a parent's written authorization for us to release your child to someone else. We ask that you complete a Pick-Up Authorization form whenever someone other than those listed on your emergency contact list is picking your child up. We will ask for a photo identification card whenever a person is unfamiliar to us.

Field Trips

Field trips are offered to Primary and Elementary students. Permission slips must be filled out for your child to attend.

Maintenance of Child Records

Student Records and Confidentiality

Detailed information on a child given at conferences and in the year-end report in June for older children. Parents may, however, request the release of information to the place or persons of their choosing. Student records are confidential and information is released only upon written authorization of the parent or legal guardian.

Children's Records

There are many documents which need to be on file prior to your child's first day of school. You will receive a list of items prior to school starting. FVMS will authorize the release of children's records only with signed consent from the child's guardian.

Discipline Policy and Ground Rules

Behavior and Discipline

The Classroom Director is responsible for discipline of the students. Classroom Directors may obtain the assistance of the Head of School or other appropriate personnel in fulfilling this responsibility. Students are expected to respect the rights of others as they work, study and play in shared spaces. Rules are established to define parameters for behavior to promote safety and growth. FVMS rules may not be identical to those established by individual families for their own use; however, parents are expected to respect the efficacy and support FVMS rules.

FVMS does not use physical means of discipline. FVMS employs a positive sense of self-discipline, rather than a negative "punishment" discipline. FVMS controls activities in a carefully prepared environment in which the adult is prepared and establishes a tone of peace, harmony and concentration. Discipline is intended to maintain the child's sense of self and to help the child develop pro-social behaviors. Means such as positive requests and offering limited choices are employed. A child may be requested to accompany an adult in the environment or may be asked to sit aside and observe others if he/she is experiencing behavioral difficulties in the classroom.

Constant disruptive behavior can detract from a child's ability to learn, as well as that of others. FVMS can rightfully remove a child from the learning environment or dismiss a student who does not show evidence of being able to be in a successful Montessori environment. Likewise, the school's deepest interest is the child, his or her physiological and psychological growth. The child will be assessed by the Classroom Director, Head of School, parents and/or other resources to determine what measures will assist the child in being successful and in being assimilated into the classroom in a productive manner.

Non-Aggression

FVMS staff shall not display or condone any form of child abuse, neglect, or exploitation. FVMS shall intervene to prevent or stop physical aggression or harm to any child. The policy applies toward staff, parents, and students. This policy is non-negotiable. A child may be dismissed for violation of this non-aggression policy.

School Ground Rules

The school ground rules are non-negotiable. These rules govern FVMS behavior at school and are "what we must always do" such as: "take good care of the people at school". The purpose of a written statement is to promote positive phrasing and to help the staff to simplify and clarify the rules so that they can be clearly and consistently communicated by the adults and also have a reasonable chance of being understood and internalized by all children throughout the school. Adherence to the classroom rules is a prerequisite for the freedom and independences of the

prepared environment. Until good habits are established, a child will not be able to take full advantage of the opportunities that are offered. Our school ground rules include:

- We are kind to every living thing.
- We respect our work and the environment.
- We push our chairs in when finished with work.
- We wash our hands after the bathroom and before handling food.
- We walk inside.
- We watch with our eyes.
- We use inside voices.

To achieve this end, FVMS encourages adherence to the following rules:

- Modeling appropriate behaviors
- Use of positive requests
- Remove a child from an activity when safety is a concern
- Offer limited choices
- Assist the child

Philosophy on Holiday Traditions

There are two important goals in Montessori Philosophy: Cosmic Education and Education for Peace. Cosmic Education means understanding the universe and the needs of humankind. This leads to the study of different peoples throughout the world, their needs and their holidays. Because of this philosophy, FVMS discusses the holidays all families celebrate. FVMS does not teach theology, but focuses on how people celebrate by discussing origins, foods, songs, games, and/or stories. A child may share a story about why it is a tradition or why it is his/her favorite celebration. In keeping with the cosmic understanding by Maria Montessori, holidays and the world are explored. It is through understanding of other cultures that tolerance and understanding grow and these are the first steps in an Education for Peace.

Birthday Celebrations

Birthdays are a time for celebration! We encourage you to send pictures of your child from birth to present so your child can present a history of their life and the class can experience the passage of time. Your child is welcome to share a birthday treat. We encourage special snack items such as muffins, fruit, cheese or yogurt. If your child is having a birthday party, we kindly request that invitations are distributed discreetly to prevent hurt feelings of children not invited.

Communication Between School and Parents

Family Folders

All correspondence between home and school will be placed in your family folder located next to the front door. Please check this folder daily. At dismissal times, staff members escorting your children to your car will hand you the mail. There is an OFFICE box where parents can leave correspondence for the office or staff. Please do not leave mail inside your child's backpack. Additionally, reminders about upcoming events will be sent via email. If a family does not use email, please notify the office and a paper copy will be placed in your family folder.

Newsletter

FVMS distributes a monthly newsletter to parents via email. This newsletter informs the FVMS community regarding classroom events, Montessori philosophy and school functions.

School Calendar/Information

The calendar is available on the FVMS website. The academic school year is conducted from late August through May, and coincides closely with the School District #129 calendar. A winter vacation roughly divides the school year into semesters. National holidays are observed.

Homework Policy

Homework at the elementary level begins in an informal fashion, but becomes more formal and requires more time and effort as the child progresses through each grade. Homework will be sent home for those children that are not able to complete their daily/weekly plans. Parents are expected to be sufficiently interested in their child's education to commit the time and energy needed to monitor/supervise the child's home study, and thereby insure the student completes homework assignments. These guidelines for a homework policy are to help clarify general expectations for students, parents and teachers.

Homework is an important part of each child's educational program. It provides a means of teaching necessary skills of independent study and learning outside the classroom. It helps to promote good study habits and encourages students to share classroom experiences with parents.

Other reasons for homework:

- To build interest in reading and learning.
- To increase learning.
- To establish self-discipline.
- To encourage parent awareness of student learning.
- To make up work due to an absence.
- To provide an opportunity to pursue special interest in ability areas.
- To complete work started in class.
- To expand and/or enrich regular class work.
- To instill good work habits.

It is important to develop good study habits at school and at home. Each student should:

- Be sure you understand the assignment, and ask your teacher if you need help understanding the assignment.
- Set aside a regular time to do homework.
- Study in a quiet place.
- Complete your work and hand it in when it is due.
- Do your best on each assignment.

Parents can support a child's interest in lifelong learning by providing an environment at home in which homework is a high priority:

- Provide a quiet, well lit place for the student to do homework.
- Help the student budget time so that a regular schedule for study is set up. Take an active interest in what the student is doing at school. Ask for an explanation of a particular assignment. Make constructive suggestions, but avoid criticism and undue pressure. A positive attitude by parents will encourage the student to do the best work possible.
- Encourage and guide your child with assigned homework. Under no circumstances should you do the work for your child.
- Regular school attendance is important for your child's continued academic growth.
- Consult your child's teacher as soon as problems arise.

- Let your child take full responsibility for doing his/her homework and getting it to school on time, including accepting the consequences of not getting it to school on time. Don't bail your child out!

Staff In-Service Days

FVMS is closed for scheduled staff in-service days to provide FVMS program planning/evaluation, observation at other schools, material making, and attendance at workshops and lectures. Staff in-service days are noted on the FVMS calendar.

Parent Complaint Procedures

As a school and community, FVMS is strengthened by ongoing communications, feedback from and dialogue with our families. FVMS communicates regularly with parents through means such as telephone calls, notes, newsletters and other avenues. FVMS welcomes regular dialogue with parents to better serve our students and enable FVMS to grow as a school. FVMS is committed to creating an environment based on respect for our families and children. In the event a parent is dissatisfied with a FVMS policy, procedure or employee, FVMS has developed a complaint procedure to address and resolve parental complaints.

Informal Resolution Procedure

Normally, if a parent has a day-to-day problem, question, or complaint, please discuss it with a classroom director.

Formal Resolution Procedure

If a parent is unable to resolve the problem and/or the resolution is unsatisfactory through the informal resolution procedure, a parent may submit a written complaint to the Head of Schools, including the nature of the complaint and the decisions rendered at the informal resolution stage. The Head of Schools will review the complaint and may conduct an investigation, if necessary. The Head of Schools may discuss the findings and recommendations with the parents or issue an oral or written response, within seven days. If a parent is dissatisfied with the decision rendered by the Head of Schools, parents may file a letter of appeal within 30 days of the date of the Head of Schools decision, to the President of the Board of Directors, who will render a decision as soon as practical. The decision of the President of the Board of Directors is final.

A STUDENT WILL NOT BE PENALIZED BECAUSE HIS/HER PARENTS UTILIZE THE FVMS COMPLAINT PROCEDURES.

Procedure for Complaints of Inappropriate Conduct, Harassment or Discrimination

FVMS will not tolerate harassment and/or discrimination based upon sex, race, national origin, marital status, religion, physical or mental impairments or membership in the uniformed services. No student shall be subjected to sexual discrimination, harassment, intimidation or abuse by a FVMS employee, student or FVMS policy or practice. This policy addresses sexual harassment, but may be used for all complaints of harassment or discrimination.

The following procedure has been adopted for dealing with complaints of inappropriate conduct, harassment or discrimination:

- An incident which may be a violation of this policy should be promptly reported to the Head of Schools. If the complaint involves the Head of Schools, the complaint should be brought to the attention of the President of the Board of Directors. All complaints will be investigated thoroughly and promptly.
- The Head of Schools and/or President of the Board of Directors will conduct an investigation based on the allegations. Records of the investigation are kept confidential. The alleged offender may be notified of the charges and given an opportunity to respond. The number and extent of the interviews depends on the nature of the complaint and circumstances presented. To the extent possible, confidentiality will be preserved and limited to those individuals who have a need to know of the complaint and/or investigation. Following the investigation, follow up and monitoring, when appropriate, will be conducted.
- Upon the conclusion of the investigation, the Head of Schools or the President of the Board of Directors may issue a written or oral decision.
- Either party may request further consideration by the President of the Board of Directors of any part of the decision within seven days of receipt of the decision.

Individuals who violate this policy will be subject to disciplinary action, up to and including expulsion. FVMS reserves the right to discipline based upon the severity of the infraction. Students will not be penalized because a student or parent utilizes the procedures for reporting any type of inappropriate conduct, harassment or discrimination, or assists and cooperates in an investigation.

Drugs and Alcohol

FVMS is strongly committed to maintaining a safe and healthy working environment for all its employees (with the expectation that all employees will discharge their duties at an acceptable performance level and be unimpaired by drug and alcohol use). The use of alcohol and/or drugs by employees can undermine employee productivity and FVMS image. For these reasons, FVMS has implemented the following policy:

On the Job Use, Possession, Sale, Distribution, or Manufacture

The use, possession, sale, distribution or manufacturing of either non-medically prescribed controlled substances or alcohol by anyone while on Company business or on Company property is prohibited. Further, employees are prohibited from being at work under the influence of either illegal drugs or alcohol. Violation of this policy by an employee while on Company premises or on Company business will result in disciplinary action up to and including discharge. Depending on the circumstances, other action, including notification of appropriate law enforcement agencies, may be taken with respect to a violation of this policy. Any illegal substances found in the workplace will be confiscated and turned over to the appropriate law enforcement agency.

It is the duty of the head of school or designee, to report to the police department violations of Section 5.2 of the Cannabis Control Act, violations of Section 401 and subsection (b) of Section 407 of the Illinois Controlled Substances Act, and violations of the Methamphetamine Control and Community Protection Act occurring in a school, on the real property comprising any school, on a public way within 1,000 feet of a school, or in any conveyance owned, leased, or

contracted by a school to transport students to or from school or a school related activity within 48 hours of becoming aware of the incident.

Firearms

All school officials, including teachers and support staff, shall immediately notify the office of the principal in the event that they observe any person in possession of a firearm on school grounds; provided that taking such immediate action to notify the office of the principal would not immediately endanger the health, safety, or welfare of students who are under the direct supervision of the school official or the school official. If the health, safety, or welfare of students under the direct supervision of the school official or of the school official is immediately endangered, the school official shall notify the office of the principal as soon as the students under his or her supervision and he or she are no longer under immediate danger. A report is not required by this Section when the school official knows that the person in possession of the firearm is a law enforcement official engaged in the conduct of his or her official duties. Any school official acting in good faith who makes such a report under this Section shall have immunity from any civil or criminal liability that might otherwise be incurred as a result of making the report. The identity of the school official making such report shall not be disclosed except as expressly and specifically authorized by law. Upon receiving a report from any school official pursuant to this Section, or from any other person, the principal or his or her designee shall immediately notify a local law enforcement agency. If the person found to be in possession of a firearm on school grounds is a student, the principal or his or her designee shall also immediately notify that student's parent or guardian. Any principal or his or her designee acting in good faith who makes such reports under this Section shall have immunity from any civil or criminal liability that might otherwise be incurred or imposed as a result of making the reports.

Battery

Upon receipt of a written complaint from any school personnel, the superintendent, or other appropriate administrative officer for a private school, shall report all incidents of battery committed against teachers, teacher personnel, administrative personnel or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack and to the Department of State Police's Illinois Uniform Crime Reporting Program no later than 3 days after the occurrence of the attack. The State Board of Education shall receive monthly as well as annual statistical compilations of attacks on school personnel from the Department of State Police through the Illinois Uniform Crime Reporting Program. The State Board of Education shall compile this information by school district and make it available to the public.

Fox Valley Montessori School complies with applicable federal and state laws prohibiting discrimination, including, but not limited to:

- Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.)
- The Individuals with Disabilities Education Improvement Act (20 U.S.C. 1400 et seq.)

- The Age Discrimination in Employment Act of 1967 (29 U.S.C. 621 et seq.)
- Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq., 2000e et seq.)
- The Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.)
- The Illinois School Code [105 ILCS 5], and relevant case law including Plyler v. Doe, 457 U.S. 202, 102 S.Ct. 2382 (1982)

