



POLICIES & PROCEDURES

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1. Conduct Policy

Code of Conduct: To provide a safe, caring, respectful environment where each person is valued for his or her creativity, individuality and responsibility for each other and for the school. All members of the FMSS community—students, staff, parents and others—have the responsibility to act in a manner that promotes grace and courtesy at all times.

i) At FMSS, Parents are expected to: View themselves as partners in the education of their children. Parents are encouraged to get involved and be a part of the FMSS community. All parents contribute to the school by way of an assigned volunteer job or opt to pay a fee in lieu of a job. Parents also contribute to the classroom by bringing flowers for the flower-arranging activities, coming on field trips, bringing snack on an assigned day, and sharing information about religious or cultural celebrations with the children. The Society expects parents to be supportive of our mission, values and philosophy. Parents should be committed to working together with the staff, administration and the Board to make Family Montessori the best school it can possibly be. This requires communicating openly, role-modelling respectful behaviour and bringing issues to our immediate attention.

ii) At FMSS, Students are expected to: Arrive on time, say good-bye to whoever brought them at the door, respectfully greet the Classroom Guide and prepare themselves to enter the classroom. At school, students are expected to act in a responsible and respectful manner at all times. Students will learn to feel ownership of the classroom and feel a sense of pride and joy about the work they complete each day. At the end of the day, students will politely say good-bye to each Guide before leaving with their parent or caregiver.

iii) At FMSS, Staff are expected to: View themselves as facilitators of growth and learning in the classroom. They are to promote independence, a positive self-worth, and respect for the classroom and others for all children at all times. They are expected to share all tasks equally and consistently; ensuring that the classroom is always at its best, and at all times role-modelling care of the environment. They should conduct themselves as professionals in accordance with the Ministry of Education Teacher Conduct and Competence Standards, Professional Standards at FMSS and uphold all licensing requirements as per Vancouver Coastal Health authority regulations.

The FMSS authority is required, under section 16 of the *School Act* or section 7 of the *Independent School Act*, to report to the Teacher Regulation Branch if any disciplinary action or a resignation takes place relating to the conduct or competence of a certificate holder.

Our aim is that all members of the FMSS community treat each other with respect. Adults should set a good example at all times and role-model the behaviour and conduct we expect of the children in our classrooms.

Discipline: In keeping with the Montessori philosophy, our policy is to help the children to arrive at inner discipline through concentrated work. Through focused and engaged activity, the child will develop contentment, respect and a responsibility for their actions towards their environment, their classmates and themselves. The school focus, following Montessori's Peace Education, is on preventative measures for unacceptable behaviours, by teaching children how to:

- be caring and courteous to others,
- cooperate with others,
- deal with angry feelings through discussion and problem solving, and
- be assertive without being aggressive when standing up for themselves.

If a child is having trouble settling into the class on any day, the child will be redirected to work in close proximity to a classroom Guide. The Guides will provide logical consequences versus punishment, redirection versus shaming, and recollection versus isolation from the group.

If the child is still unable to settle down, the Guide will intervene and may need to seat the child with her until the child is able to calm down. The parents will be informed of this at the end of the session by way of a written note.

If behaviour becomes disruptive or dangerous, the parent will be called to conference with the Guides.

The Guides will document any serious incidents on a FMSS incident report form, and copies will be provided to the families concerned.

2. Discrimination Protection Policy

The safety and wellbeing of children at Family Montessori School Society is of paramount consideration. Family Montessori School Society will continuously develop strategies to make students feel valued, respected and connected to their school community.

In addition to this, children at FMSS will experience an inclusive learning environment in which they feel safe, accepted and respected. This includes the protection of the students' physical safety, social connectedness, and inclusiveness. FMSS will offer protection from all forms of bullying, abuse, neglect, harm or threat of harm, regardless of their gender, race, culture, religion, sexual orientation or gender identity and expression, while remaining consistent with FMSS' mission, vision and values.

3. Admissions & Re-Enrollment Policy

The Montessori program for primary children offers a curriculum that is designed to be covered in a three-year time span. We strongly encourage all our students to complete the entire three-year program in order to derive its maximum benefits. Children who enter or leave the program without the completion of a full three-year cycle may not realize the full benefits of the program. While all children benefit from Montessori, the earlier they begin, the greater the benefit. The following admission and re-enrollment policies and criteria are designed to determine the compatibility among selected students, their families, and the staff within the context of the school's Montessori educational philosophy, Vision, Mission and Values. This policy takes into account not only evidence of a student's compatibility with the program, but also his/her family's commitment to the development of the whole child, and a productive school-family partnership that will support such growth.

- a. We practice a policy of inclusivity, which values diversity among children.
- b. We embrace the philosophy that each child develops in a unique way and therefore we welcome applications from a wide variety of students.
- c. Admissions and re-enrollment decisions are made contingent upon receipt or completion of all requested forms, student and family visits and interviews, and submission of the non-refundable deposit.
- d. We recognize our limitations in meeting some highly complex or specialized learning needs. Students who have specialized learning needs may be accepted, and a Care Plan (3 and 4-year olds) or an Individual Education Plan (5 Year olds and up) will be created for these students.
- e. During the school year, should we determine that our in-house expertise cannot adequately serve a particular student's needs or that our program is not meeting the needs or expectations of the child or family, we reserve the right to review that student's enrollment in our program.
- f. We respect the rights of privacy of all past, present and prospective students and families, and honour the confidentiality of all reports, records, interview information, and any other information or materials obtained as part of the admission and re-enrollment application process.

Role of Families

- Ideally, families will show an understanding of and a commitment to the school's Montessori philosophy and the Vision, Mission and Values of the school.
- Families are encouraged to participate and contribute to the school community (attendance at school meetings, workshops and functions, support of school's vision, completing volunteer jobs, and adhering to school's directives and policies)

Preparedness

Children **must be toilet trained** once they start at FMSS. Children can use either bathrooms when needed. If an accident occurs, the wet clothes are placed in a plastic bag and sent home with the child. All children must have a spare change of clothes at school. The Guides will help the child in case of an 'accident' but will not change diapers. We ask that you **do not send your child to school in diapers or pull-ups** unless your child has a medical condition. Wearing underpants encourages the independence we are working towards for your child and helps to reinforce that mistakes are part of the learning process.

Admission & re-enrollment procedure

ALL admissions and re-enrollment decisions are made by the Classroom Guides, in conjunction with the school's Principal. **Admission and re-enrollment is at the sole discretion of the school.**

Admission decisions will be based on the following general criteria:

1. Re-enrollment forms and the non-refundable deposit in the form of a post-dated cheque must be received before the predetermined re-enrollment deadline in order to be considered for re-enrollment the following year. Returning families who do not submit re-enrollment forms before the deadline will need to re-apply as a new student, which includes a new application form and non-refundable application fee and will be considered as such.
2. Once all re-enrollment applications are received, returning families' requests for relocation will be taken into consideration. Re-enrollment approval involves Administration/Guide consultation and an evaluation of classroom dynamics and overall composition. FMSS may not be able to accommodate all requests. *Successful re-enrollment applicants will be notified prior the January Open House each year.*
3. Our admissions and re-enrollment procedures take into account our ability to accommodate a particular student's needs as one factor when evaluating applicants for admission and re-enrollment. We will promptly consult with parents should it become clear that any student is not benefiting from the school's program, or if the school is not the best program to meet his/her needs. Alternative program recommendations will be provided.
4. Priority admissions and re-enrollments apply for siblings of current students, those with previous Montessori experience, and children of staff members provided they meet the criteria for age enrollment and preparedness requirements.

The choice of a morning or afternoon spot will be considered but cannot be guaranteed, as balancing the classroom composition will be necessary to achieve optimum classroom conditions. Requests from families to move from one classroom location to another will also be taken into consideration but cannot be guaranteed.

Students (Ages 3 to 6 Years Old)

- **Pre-school children** must be age 3 by August 31st (of the year of enrollment). Our preschool program runs 5 days a week: children attend 5 complete morning classes OR 5 complete afternoon classes a week. **We have no part-time.** We do not offer before or after school care.
- **Full day program for four-year-old.** Children must be age of 4 by December 31 of the year of enrollment. In the event that there are more applicants than spaces, the Guides in conjunction with the Principal, will review the applicants and offer spaces for Extended day program based on the following factors: being enroll in the program the previous year or having previous Montessori experience, readiness and class composition. Children in the program will attend 5 full day classes a week.
- **Kindergarten** children must be age 5 by December 31 (of the year of enrollment) and must have previous Montessori experience. In the event that there are more kindergarten applicants than spaces, the Guides, in conjunction with the Principal, will

review the applicants and offer spaces for the Kindergarten program based on the following factors: date of the re-enrollment package received, classroom composition and other considerations. It is important to note that our kindergarten program runs 5 full days a week. Children in the program will attend 5 full day classes a week.

HOW TO APPLY (New students)

If you are interested in learning more about our program, please call the office: 604-224-2643

Step 1: Submit Application Form and Fee

Please complete an online application form (link is on our website at familymontessori.com) and submit it along with the \$100 non-refundable application fee (cheque or cash ONLY). This fee covers the cost of processing your child's application. Please note that applications are only kept for one year. If you applied for the previous school year but were unsuccessful and wish to apply for the upcoming school year, you will need to submit a new application and fee. Your application form does not guarantee you a spot.

Note: Preschool applicants will only be eligible if they turn three (3) by August 31 of the year they are applying.

Step 2: Attend a Classroom Observation *(Mandatory for new families)*

Once you have submitted your application fee, you will be invited to sign up for a classroom observation (adults only).

Step 3: Participate in a family interview

Following your classroom observation, the next step is to participate in a family interview which offer you an opportunity to visit the classroom and meet the guides. One Guide will interact with your child, while the other Guide converses with the parent(s).

Step 4: Acceptance

Letters confirming an offer of admission will be sent by e-mail in late February/early March. When all spaces are allocated, remaining applicants will be placed on a waiting list and contacted when an opening becomes available within that school year. Applicants will be chosen based on the school's need to balance gender and age amongst other considerations.

Please Note: Submitting an application form and fee, and completing the observation and interview process **does not** guarantee the offer of a spot at Family Montessori School.

4. **Payment Policy**

FMSS is a non-profit society that employs a highly trained professional staff devoted to the education and well-being of your child. Our school's continued excellence depends upon full and stable enrolment in the school. For information regarding current tuition rates please contact the office at 604-224-2643 or info@familymontessori.com

- i) **Registration** – Due to the limited number of children that may be enrolled in the School, a **non-refundable payment of one month's tuition** ("payment") shall be provided by parents at the time of acceptance to FMSS which shall be applied to the total tuition amount for the school year. The purpose of the payment is to guarantee the enrollment of the child in the School for the term set forth in their contract. **The payment is non-refundable or transferrable under any circumstances.**
- ii) **Payment** – Upon signing the contract, the parent/guardian shall pay the yearly tuition due to the order of 'Family Montessori School Society'. Payment may be paid in full (with 3% discount), by three term instalments (by post-dated cheques), or request can be made to pay in monthly installments (by post-dated cheques). All tuition cheques are required at the time the parent executes the contract in order to maintain the student's spot at the school.
- iii) **International Kindergarten Student Fees** will apply if your child is not a Canadian citizen and does not fall under a parental study/work permit of parent(s) as required by the Government of Canada. In this case, please advise the office immediately to ensure your fee schedule reflects the additional 35% fee.
- iv) **Over-due Accounts** – All overdue accounts are charged interest at 18% per annum on the last day of each month. No student will be permitted to re-enroll until all fees, expenses and interest charges from the previous year are paid in full. All NSF cheques will be charged an administrative fee of \$25.00.
- v) **Termination of Agreement:**
 1. Termination by Parent - Parent may terminate this agreement and withdraw their child from the School upon thirty (30) days written notification to the Society ("Notice of Withdrawal"). Notice of Withdrawal, stating the effective date of termination, may be given by way of an email to the school at info@familymontessori.com or a signed letter which shall be delivered to the office at the school during regular office hours.
 2. Termination by Society – The Society expressly reserves the right to require the immediate withdrawal of a child at any time from the School in the event that (1) the Guides and the Principal determine that the child is not benefiting in a meaningful way from the Montessori teaching method, (2) the child engages in any unacceptable conduct (which is defined as behaviour that creates unsafe conditions including but not limited to acts of bullying, physical violence and illegal acts), or (3) any portion of the Tuition Fee is owing to the Society for a period of more than ninety (90) days. Termination by Society shall come in the form of a formal written letter, without which any withdrawal of the child will be considered Termination by Parent.
 3. In the event this agreement is terminated by the Parent, the Society shall retain tuition fees for the remaining portion of the month that the date of termination falls within as well as the following 2 full months. If the Parent so desires, the child may continue to attend school until the effective date of termination. The Society shall then return to

the parent any remaining tuition fees paid (including post-dated tuition cheques, if applicable) up to and including the last month of the current school year, less any amount then owing to the Society (if applicable). By way of example, if the parent gives notice on October 15, then the agreement becomes terminated on November 15. Tuition for the remainder of November as well as December and January shall be retained by the Society, and the remaining tuition, from February to June, less any amount owing to the Society at the time, shall be returned to the parent.

4. In the event this agreement is terminated by the Parent between the dates of July 1st and August 15th (prior to the commencement of school), the Society shall retain tuition fees collected up to the date of written withdrawal notice as well as the non-fundable deposit. By way of example, if the parent gives notice on August 3rd, then the agreement becomes terminated immediately. Tuition collected in July and August (as well as the deposit) shall be retained by the Society.

Please note: The refund policy **DOES NOT** apply to the one month's tuition paid at the time of registration. As mentioned in both the returning student re-registration package and new student acceptance letter, this payment is **non-refundable under any circumstances**.

- vi) **Payment for Services/Contributing to the Society** - FMSS is a non-profit society comprised of parents of enrolled children and its viability relies upon the participation of parents. To that end, the Society requires that every parent of an enrolled child contribute to the Society by either:
 - a) Rendering a service to the Society or,
 - b) Paying a service fee of one month's preschool tuition per year of child's enrollment in lieu of providing a service to the Society.

If the parent chooses to render a service to the Society but fails to do so, the Board deems the parent non-compliant. The parent shall be issued a written reminder to this effect. Further non-compliance shall result in the levy of the said service fee.

5.Cash Payment Policy

The purpose of this policy is to mitigate the risks associated with accepting cash as payment for tuition and other related fees, goods, and services, and to align with anti-money laundering requirements under the *Proceeds of Crime (Money Laundering) and Terrorist Financing Act*.

Family Montessori School Society (FMSS) is committed to detecting and preventing any money laundering activities and to ensuring that it does not become involved in any arrangements involving criminal or terrorist property.

FMSS will accept the following payment types for tuition payments, deposits, and fees:

- Cheque
- pre-authorized debit
- money order or bank draft
- cash (up to a maximum amount of \$3,000.00 CND)

Although cash is accepted, parents and guardians are encouraged to pay tuition, deposits, and supplemental fees through an alternative payment method such as cheque, pre-authorized debit, or money orders/bank drafts.

The School will accept payment from the following major financial institutions:

- The Bank of Montreal (BMO)
- Canadian Imperial Bank of Commerce (CIBC)
- The Bank of Nova Scotia (Scotiabank)
- Royal Bank of Canada (RBC)
- TD Canada Trust (TD)

In addition to the above institutions, FMSS will also accept payment from:

- All cooperative credit societies, savings and credit unions incorporated under the British Columbia Credit Union Incorporation Act
- All banks incorporated, formed, or authorized under the *Bank Act* of Canada.

If payment is requested from an institution that does not meet the above criteria, FMSS may choose to accept payments from a financial institution not included in the list, as long as the financial institution has policies and procedures in place that meet *FINTRAC and Proceeds of Crime (Money Laundering) and Terrorist Financing Act* requirements.

Receiving Cash Payments

FMSS will accept cash payments upto \$3,000.00 CND towards tuition, deposits and/or supplemental fees. All cash payments in excess of \$3,000.00 CND will require the school to verify the identity of the individual making the payment and the source of the payment.

For the purposes of this Policy, the cash payment limit of \$3,000.00 CND applies to all payments made towards tuition/fees for a single student within a given school year. If parents and/or guardians wish to make a cash payment in excess of the limits mentioned above, they are required to contact the office administrator via email (info@familymontessori.com) to arrange a meeting providing a minimum of 24 hours' notice. At this time, information regarding the specific documentation required to ascertain

and verify the identity of the person and source of the cash will be communicated in more detail.

Created: September 2020
Approved: October 2020

6. Pick-up, Drop-off Policy

The importance of timely arrival and departure cannot be over-emphasized. All children should arrive on time before the start of class in order to prevent distractions for other students.

AM session: 8:30 am to 11:30 am. Door closes at *8:45am.

*No admittance after this time without prior arrangement.

PM session (only Sitka): 12:45 pm to 3:45 pm. Door closes at *1:00 pm.

*No admittance after this time without prior arrangement.

Full time Preschool Program: 8:30 am to 3:45 pm. Door closes at *8:45 am.

*No admittance after this time without prior arrangement

kindergarten 8:30 am to 3:45 pm. Door closes at *8:45 am.

*No admittance after this time without prior arrangement

Always collect your own child from a Guide. This way the Guides are aware that the child has been safely picked up. Children will only be released to authorized persons as per the *Parent Child Information* form that you fill in with your Registration package. Alternatively, you may fill in additional names on the 'Persons authorized to pick-up' sheet, which is available from your child's Guide. If your child is going to be picked up by someone other than yourself or the usual authorized adult, or if your child is going to be visiting a friend from school after class, you must provide the Guides with a written note authorizing the pickup. If we receive this request by email, FMSS must follow up with a phone call to confirm the request. Your email request will be printed and the parent must sign the email next time they are on site. It is helpful to inform children in advance of what will be happening after school, so that they will not be surprised by an unexpected adult taking them home.

Late Drop-off

We understand that parents/caregivers are occasionally late for reasons beyond their control. The Guides always keep the door open for 10 minutes as the children arrive. If a situation arises that prevents the parents or caregivers from making the drop-off time the guides must be contacted via phone or email. Upon drop off, the Guide will need to complete the "Late/Early Drop Off/Pick Up Sheet" as per VCH licensing requirements. If a student is often late, parents will be contacted. If the tardiness continues, parents will be required to come in to meet with the Principal to arrive at a solution to support punctuality, courtesy, respect, and an optimal learning environment for all.

Late Pick-up

After a set grace period of ten minutes, lateness is recorded on the attendance sheet. The Member-at-Large and Office Administrator will be given this information to contact the family. Upon pick up, the Guide will need to complete the "Late/Early Drop Off/Pick Up Sheet" as per VCH licensing requirements. A \$1.00 per minute late fee will then go into effect if the late pick-ups become a chronic issue. The responsibility of any child left at school one hour beyond pick-up time will be transferred to the Ministry of Children and Families. A notice will be posted on the school door indicating where to contact the authorities.

Early Pick Up

If a child must be picked up early for an appointment or otherwise, the school should be notified in advance and upon pick up, the Guide will need to complete the "Late/Early Drop Off/Pick Up Sheet" as per VCH licensing requirements.

Custody Orders

Staff **must** be advised if there are custody orders in effect. It is necessary that a copy of custody orders/restraining orders be kept in your child's file.

Attendance:

Regular attendance is crucial for sustained learning, but that it is also key to independence and confidence in the classroom. Late arrivals and early dismissals disturb the cohesive nature of the classroom and interrupt the three-hour work cycle. If you choose to participate in an extra-curricular that conflicts with dismissal time, we ask that you keep your child home for that session, so as to not disturb the classroom.

7.Absences/Illness Policy

Absence

Preschool and kindergarten: FMSS request a telephone message or an email if the child is unable to attend school.

Kindergarten only: Independent School policy requires signed absence notes for all kindergarten children.

Illness

Parents are encouraged to keep children at home if they are not well (i.e. fever, coughs, colds, and runny noses). This helps to prevent the spread of illness to peers and adults. With a serious illness such as chicken pox, gastroenteritis, lice, croup, etc., **parents must inform the school** so that other families can be alerted of the need to watch for symptoms. In such cases FMSS follows the guidelines set out by Vancouver Coastal Health Authority. Should a child become unwell at school, the parents will be contacted so that the child may be picked up. In serious cases, if no contact from the Emergency card is reached, the child will be sent to B.C. Children's Hospital.

Notes:

- When three or more cases of a suspected gastroenteritis occur at school within a four-day period, the Environmental Health Department must be contacted as per CCFL regulation.
- The Guides demonstrate and practice with children on a regular basis how and when to wash hands. Soap, water and paper towels are available to all children.
- The Guides clean and sanitize the class/bathrooms/materials as per CCFL requirements.

Administration of Medicine

The parent and the child's doctor must sign the Request for Administration of Medication Form** before staff can administer medication. (Prescription excluded)

**Refer to Medical Emergency Plan Binder

8. Nutrition and Snacks

Breakfast

Please ensure that your child eats a nutritious breakfast at home. School does not provide breakfast to the children.

Snack

Snacks are provided by parents on a weekly basis, and a snack schedule goes home once a term. Children help with the preparation of snack under adult supervision. Children are free to eat snack at the snack table once it has been served, as long as there is an open chair and they have washed their hands. Parents are advised to inform the Guides of any cultural, religious or individual food preferences. This information will be added to the snack list that goes out each term. Group snack is served on special occasions.

Lunch (extended day and kindergarten children):

Bring only nutritious (NUTFREE) food for lunch. Candy, chips, soda pop and junk food are not permitted. In the interest of safety and efficiency, we encourage the use of a thermos/ice pack for lunches

We are a NUT AWARE school. Please refer to **Allergies and Anaphylaxis Policy**

Please do not send any products to school that contain any traces of nuts.

Birthdays/Celebrations

Parents can send a special treat for the occasion (such as, cookies, muffins, rice crispy squares), that is free of icing, frosting or chocolate.

9. Allergies and Anaphylaxis Policy

Food Allergies: While it is impossible to eliminate all potential allergens from the school environment, FMSS strives to provide the best possible allergy-aware environment for the children enrolled. Parents **must** fill out Allergy information forms provided by the Health Department detailing relevant medical procedures. Medication at school must be current; any changes to medical information **must** be given to the teachers.

Nut products are not allowed. We are a NUT AWARE school.

Besides obvious items such as peanut butter, many snacks also contain nuts or traces of nuts. We encourage you to read the labels of products you send for snack.

The Guides will advise families of any allergies at the start of each school year. This information will also be listed on the snack schedule posted each term. Children with food allergies are strongly advised to bring their own snack.

Anaphylaxis

The Ministry of Education has implemented the 'BC Anaphylactic and Child Safety Framework', in accordance with the *Anaphylaxis Protection Order and Bill M201: The Anaphylactic Student protection Act, 2007*. As per this framework: Definition of Anaphylaxis: a sudden and severe allergic reaction, which can be fatal, requiring immediate medical emergency measure to be taken. Process for identifying anaphylactic students: The school maintains records and has the Allergy and Anaphylaxis forms for identified students in the office and kitchen of each classroom location.

Parents/Guardians are responsible for:

- Notifying the school Guides and Principal when a child is diagnosed as being at risk of Anaphylaxis
- Providing the school with updated medical information annually or whenever there is a significant change related to their child(ren)
- Providing appropriate (current/up-to-date) medication for their child to keep at school and to take on school trips

FMSS has information from the Allergy/Asthma Information Association (www.aaia.ca) available for staff and parents. This includes an Epi-Pen trainer and a DVD.

In case of an emergency please Refer to FMSS Medical Emergency Response Plan

10. Harassment and Bullying Prevention Policy

Children deserve to be protected from abuse, neglect, bullying, harm or threat of harm. Therefore, Family Montessori School will ensure that children attending our school will experience an orderly learning environment that enables every child to feel safe, accepted and respected.

Family Montessori School Society (FMSS) encourages students to show respect for differences in race, gender, religion culture, sexual orientation and gender identity. FMSS is committed to fostering a school environment free from all forms of bullying including cyberbullying harassment and intimidation, threatening and violent behaviour whether physical, social, emotional or verbal, regardless of their gender, race, culture, religion, sexual orientation or gender identity. Demonstration of appropriate behaviour, treating others with respect, and refusing to tolerate harassment or bullying is expected of administrators, staff, parents and volunteers to provide positive examples for student behaviour.

Definitions:

Harassment: Refers to behaviours, gestures, comments or displayed materials of a sexual, racial, gender-based, religious or personal nature that create an intimidating, hostile, or offensive educational learning environment. Harassment is discriminatory and disrupts the environment of mutual respect, cooperation and trust, which is crucial for ensuring a healthy and productive school community.

Bullying: Refers to a pattern of repeated aggressive behaviour with negative intent directed from one child/adult to another where there is power imbalance. This aggressive behaviour can be physical or verbal.

Unacceptable Conduct: At FMSS the definition of unacceptable conduct is any behaviour that creates unsafe conditions including, but not limited to, acts of bullying, intimidation, physical violence and illegal acts. This policy applies to all school related activities, on or off school property, or in a circumstance where engaging in the activity will have an impact on the school environment.

Acceptable behaviour: FMSS fosters a peaceful environment. Students, parents and staff are expected to display a courteous approach to the needs of others, contribute cooperatively when opportunities arise and maintain a tolerant, respectful understanding of the unique, individual differences that exist within the society.

Complainant: The person who alleges that he/she has been harassed by the respondent.

Respondent: The person who is alleged to have harassed the complainant.

Procedures:

Family Montessori School Society requires parents to report any known incidents of bullying to their child's Guides and/or the Principal. There are procedures and a form for reporting a concern or incident to the Society. All of these materials can be found in the School's Policies and Procedures binder (Appendix A), which is available in the hallways at both FMSS school locations. Parents can also ask the Principal or the Guides for this form.

Family Montessori School Society is committed to ensuring that all reasonable steps will be taken to prevent retaliation by a respondent against a complainant of a breach of the policy.

Family Montessori School Society will take into consideration each student's age, maturity, and special needs, if any, while determining the consequences of the child's action

In the event of a complaint, the following steps will be taken:

A child to child interaction	The children involved will be spoken to regarding their inappropriate behaviour and advised of expectations. Upon a 1st occurrence, parents will be verbally informed Upon a 2nd occurrence, parents receive a letter from the Principal. Upon a 3rd occurrence, an action plan will be created. If the issue persists enrollment will be reviewed by the Principal and the Board.
An adult/*parent to another child interaction	The adult will be spoken to immediately and an Incident Report will be recorded. The issue will be investigated by the Principal and filed. The adult will receive a warning letter from the principal.
A *parent to another parent interaction	The parent should report this to a member of the staff or the Principal. The offending parent(s) will be spoken to as soon as possible after the incident and reminded of our Code of Conduct. A warning letter will be given to the parent(s) from the principal.
A *parent to staff member interaction	This should be reported immediately to the Principal who will also report to a member of the Board. This will be investigated as soon as possible, and the staff member will be informed of the action taken. The parent(s) will receive a warning letter from the principal.
Recurring inappropriate behaviour from a *parent	If a parent continues to use inappropriate behaviour, they will be referred to our Conduct Policies. This may result in a meeting with the Principal, review by the Board, and/or depending on the severity and frequency of the behaviour parent(s) may be prohibited from the premises/school site and activities under section 177 of the BC School Act, and/or termination of enrolment.

*For this purpose a 'parent' is any adult who accompanies children onto the school site.

Depending on the circumstances of the individual incident, these procedural steps may be amended at the discretion of the FMSS Board.

Family Montessori School Society will continuously develop strategies to make students feel valued, respected, and connected with the school community. This will include the protection of the students' physical safety, social connectedness, and inclusiveness. FMSS participates in the "Pink Shirt Day" anti-bullying awareness campaign annually and uses the booklet "Call It Safe" along with a chart of bullying behaviours and their severity as reference materials for preventing and managing intimidation and bullying. In addition to the above, FMSS staff participates at the ERASE Bullying (Expect Respect and A Safe Education) to support the emotional health, well-being and safety of our students.

As per the Inspector's Order 1/16 (I 1/16) - Effective September 7, 2016

Revised, January 2020

11. Conflict Resolution and Appeal Policy

In the event of a conflict, Family Montessori School Society strives to ensure consistent and fair procedures. This policy outlines the process with which a conflict/concern will be handled thereby ensuring students, parents and staff are treated with integrity and consistency with respect to resolving conflicts and communicating decisions made in the school setting.

Family Montessori School Society (FMSS) will apply best practices to address concerns and/or complaints, including but not limited to a staff member's performance, behaviour from a parent and/or treatment of a student. Involved parties will be encouraged to work together with the assistance of the guides and/or the principal towards a resolution prior to initiating an appeal.

If a satisfactory resolution cannot be reached with assistance of the Guides/Principal, FMSS recommends the involved parties file an appeal of the decision to the Board of Directors (see Appeal Form below).

Procedural Guidelines

During the complaint process, individuals involved can expect the following:

1. To be treated with respect and dignity.
2. To provide the principal of FMSS with a written statement detailing the concern/conflict within two (2) business/school days.
3. To receive a response from the FMSS principal regarding the aforementioned complaint within two (2) business/school days.
4. To be advised of any allegations made by a concerned party as presented to FMSS.
5. To be given an opportunity to present the interests of the family and/or student as communicated by a parent(s).
6. To be advised of the reason(s) for any action/decision made by the guides/principal in response to the conflict/concern.
7. To receive confirmation of any action plan(s) or decision in writing by the Principal.
8. The right to appeal a decision to the FMSS Board of Directors.
9. Assurance there will be no retribution for pursuing an appeal or review.
10. The right to an unbiased*, fair and open-minded review (by an appointed third party, if required).
- 11.

*Unbiased: showing no prejudice for or against something; impartial.

Confidentiality:

In a conflict situation, confidentiality is crucial. Information about an incident or individuals can result in serious consequences and worsen relationships in the school environment thereby making a future resolution more difficult. Throughout the conflict resolution process, it is imperative that all parties involved maintain and respect the privacy of those involved. It is expected that those involved in the conflict will not discuss the issue(s) with others who are not in position to actively contribute to the solution.

Mediation:

Depending on the circumstances of a concern/complaint, FMSS may recommend a mediation take place as part of the resolution process. Mediation is a process involving an objective third party. Mediation offers those involved an opportunity to voice their concerns and contribute to the resolution. The Principal will consider adopting a mediation process and the types of cases to which mediation would apply.

Levels of Consultation:

Individuals requesting a review of an administrative decision may file an appeal to the FMSS Board of Directors. Prior to pursuing an appeal, the following criteria must be met:

1. Attempt(s) made to communicate with individual(s) directly involved in the conflict in pursuit of a resolution.
2. Meet with the staff member and/or Guide who is responsible for the administrative action/decision to discuss concerns.
3. Meet with the Principal and Guide concerned to discuss concerns.

The Board of Directors will only be consulted regarding administrative decisions/conflicts after all other avenues have failed to yield a resolution. Consequently, the Board of Directors shall not be contacted or advised of any details regarding an administrative dispute until an Appeal Form has been submitted. As the Board of Directors is the final authority in response to a formal appeal, it is important to ensure relevant information is directed according to this policy.

Administrative Procedures

1. Guides/parent(s) are expected to make a reasonable effort to discuss and resolve the concern(s) by participating in a scheduled meeting prior to involving the Principal.
2. The Principal will be available for confidential meetings with parents and/or staff to assist in resolving any issues or concerns. Individuals disputing an administrative decision will be made aware of the process to make an appeal and as appropriate may fill out an Appeal Form (Appendix B, available in the hallways at both FMSS school locations. Parents can also ask the Principal or the Guides for this form)
3. The Appeal Form will be readily available, and the Principal will verbally advise of the time constraints within which to complete the form.
4. Appeal Forms must be submitted within thirty (30) school days of the administrative decision.
5. Appeal Forms must be submitted to the Principal and will be promptly forwarded to the Board of Directors.
6. The Board of Directors will review this information and submit a written report regarding their opinion and/or recommendations to both the Principal and the individual(s) filing the appeal within five (5) business/school days.
7. FISA Association will provided an ombudsperson as a final step in the appeal process.

Edited: October 2018
Update: January 2019

12. Privacy Policy

Privacy Act: Family Montessori School Society (FMSS) is required to collect personal information about you and your child in order to register your child at the school and assist the school authority in making an informed decision as to your child's suitability for and appropriate placement in the school. FMSS is also required to collect personal information that will allow the school to respond immediately to an emergency.

FMSS acknowledges that there will be no disclosure of personal information to unauthorized personnel or to third parties who are not directly involved in school management or the care, supervision and instruction of your child, unless written authorization from a parent or legal guardian is provided to the school. The school will store all digital and hard copy personal information in a secure location.

Information about the FMSS Privacy Policy is included in the registration package and each family is required to sign off acknowledging that they have read and understand our Privacy Policy. In addition to this, FMSS' Privacy Policy is available in the School's handbook in the reception area of each school location. Questions about the Privacy Policy should be addressed to the FMSS Privacy Officer (an appointed member of the Board).

Updated: January, 2020
Created: November 2018

13 Student Records Policy

Family Montessori School Society (FMSS) is committed to ensuring that student records are handled in accordance with all legal requirements of the Independent School Act, Sections 9 and 10 of the Independent School Regulation (the Regulation), the Student Records Order (I 1/07) (the Order), and the Personal Information Protection Act (PIPA). Section 9(2) of the Regulation obliges independent school authorities to, subject to the requirements of the Order, and to follow the Ministry of Education document Student Records – Requirements and Best Practice Guidelines for Independent Schools (2012) in its collection, storage, confidentiality, and access of all student records in accordance with the Personal Information Protection Act (PIPA) to ensure confidentiality of the information contained in the student records and ensure privacy for students and their families.

The term "student record" as defined in the Independent School refers to a record of information in written or electronic form in respect of a student, but it does not include information prepared by a person if that person is the only person with access to that record.

The "Permanent Student Record (PSR)" as defined in the Student Records Order is a specific subset of student records. While the PSR is distinguished from additional record items in this document, the on-site placement of the various student record items (e.g., whether records are housed in one or more folders and/or locations) is matter of each independent school's local policies and procedures.

Purpose

The purpose of this policy is to establish procedures for the collection of student information and its storage, use, disclosure, transfer, and protection.

Policy Statements

The following policy statements are provided to inform all parties who collect, store, use, disclose, transfer, and protect student information.

FMSS will undertake the following:

- Ensure that the Principal/Administrator is responsible for the establishment, security and maintenance of the Student Record and Student File for each student registered in the school according to the procedures defined in this policy.
- Only collect, use or disclose personal information with the consent of the parents or legal guardian, unless otherwise authorized under PIPA.
- Only collect, use or disclose personal information for purposes that a reasonable person would consider appropriate in the circumstances and that fulfill the purposes disclosed by the school or are otherwise permitted under PIPA.
- Secure student records and student files with access within the School Authority restricted to the Principal, administrator, and the student's teacher that are required to have access to the student's information.
- FMSS will only provide access to personal information about an individual student, and to a parent or legal guardian of the individual student during school hours.
- Personal information will be retained only for the period of time required to fulfill the purpose for which it was collected.

Permanent Student Record for Kindergarten Students (transferable) (PSR)

Elements of the Student Records.

Required items:

1. Form 1704 PSB 048 (revised 1997) completed according to the Permanent Student Record Instructions that are effective at the time of completion
2. Copies of Student Progress Reports
3. Copy of the student's current Student Learning Plan, if applicable
4. Individual Education Plan (IEP) where applicable
5. Copies of documents listed as inclusions**

Inclusions: are documents (or copies of documents) used to plan or support a student's Record. They must be listed on Form 1704, including document date, title and expiry date or date rescinded (if applicable), and copies of the documents listed must be filed with the PSR.

Required inclusions:

1. Health services information as indicated by the medical alert checkbox, such as diabetes, epilepsy, anaphylaxis producing allergies, and any other condition which may require emergency care; situations/conditions which may interfere with student performance, health or behaviour (hearing aids, prescribe medications, cerebral palsy, cystic fibrosis, etc.) and severe allergies
2. Court orders as indicated by the legal alert checkbox
3. Other legal documents (e.g. name change or immigration document)
4. Support services information (e.g. psychometric testing, speech and hearing tests, adjudication requirements for completing assessment activities)
5. Current IEP and/or Case Management Plan (CMP) where applicable
6. Notification of a student being home schooled

Student File for Kindergarten Students

Required items

1. Legal name of the child (verify the original and file a photocopy of birth certificate or similar legitimate identification document)
2. Official name (s) of parent (s) or guardian (s) with home and work contact information
3. Verification that parent/guardian is legally admitted to Canada and a resident of BC and student is eligible for funding
4. Card care number
5. Emergency contact numbers
6. Doctor's name and contact information
7. Serious discipline reports (e.g. copies of letters to parents/guardians regarding discipline matters and corrective actions taken);
8. Reports of important meetings/discussions relating to the student; and
9. Standardized test scores, records of information which an educator deems relevant and important to the educational program of the student, and award information

Sensitive Student Record Information

1. psychiatric reports;
2. family assessments;
3. referrals to, or reports from, school arranged counselling services; or
4. record of a school-initiated report of alleged sexual or physical abuse made to a child protection social worker under the CFCS (Section 14).

Handling of Sensitive Student Information

1. Access to Sensitive Student Information is restricted to the Principal.
2. The Principal will obtain parental consent (written, dated and signed) for the collection, use and disclosure of Sensitive Student Information, including psychiatric reports and family assessments, and will store these as highly confidential documents with restricted access.
3. Sensitive Student Information will only be disclosed or transferred in accordance with the Law.
4. The Principal is responsible for ensuring that school-initiated reports under section 14 of the *Child, Family and Community Service Act* are retained only for the purpose of child protection proceedings and that information is not disclosed to third parties or transferred to other schools. Such reports are strictly confidential and should only be stored where the lead administrator or designate can access them.

Student File for Preschool Students

Required items:

1. Name, sex, date of birth, medical insurance plan number and immunization status
2. Date of enrolment at FMSS
3. Daily attendance record, indicating for each day whether the child is absent or, if the child is present, the time of arrival and departure.
4. Name and telephone number of a parent, medical practitioner and emergency contact.
5. Any illness, allergy or medical disability disclosed to the licensee by the child or his or her parent or medical practitioner
6. Any medication administered to the child, including the amount and the time at which the medication was administered
7. Any notification of a parent, emergency contact or medical health officer made under section 55
8. Any special instruction respecting the child's diet, medication, participation in a program of activities, or other matter relevant to the child's care
9. A photograph or digital image of the child, and other information that can be used to readily identify the child in an emergency.
10. A record of any person who is not permitted access to the child;
11. The date on which the child stops attending the community care facility. As per VCH licensing guidelines, **the preschool files shall be kept for a period of two years.**

Retention for Kindergarten Students

Student Records – Active Students

1. Student Records are locked in fireproof cabinets. Access is restricted to those employees (such as administrators or teachers) who, by the nature of their work, are required to have access.
2. The school authority protects personal information from unauthorized access, collection, use, disclosure, copying, modification, or disposal, or similar risks.
3. The Principal /Administrator will regularly review Student Records to ensure that the information is current and complies with legal requirements.

Student Records – Inactive Students

1. Unless another school requests a Student Record, FMSS archives Student Records **for 55 years** after a student has withdrawn and not enrolled in another K-12 school or graduated from the school.
2. The archived Student Records are stored securely and in a manner that ensures their preservation from calamity (fire, flood, etc.) Access is limited to Principal and Administrator
3. The designated records clerk keeps a record of Student Records that are destroyed (shredded) after 55 years.

Student Files – Active Students

1. Student Files are locked in cabinets in each school. Access is restricted to those employees (such as designated administrators and teachers) who, by the nature of their work, are required to have access.
2. The school authority protects personal information from unauthorized access, collection, use, disclosure, copying, modification, or disposal, or similar risks.
3. The Principal/ administrator will regularly review Student Files to ensure that the information is relevant and important to the educational program of the student.

Student Files – Inactive Students

1. The school authority archives Student Records for 55 years after the student has withdrawn and not enrolled in another K-12 school or graduated from the school.
2. The archived Student Records are stored securely and in a manner that ensures their preservation from calamity (fire, flood, etc.) Access is limited to the Principal/ administration.
3. The Principal/ administrator is responsible for determining the relevancy of the contents in Student Records before being archived.

Security of Student Information Off Campus

The Principal/ administrator is responsible for ensuring that personal information taken off campus is safely stored, and that personal information is protected.

Use of Student Personal Information

The school authority may use an individual student's personal information for the following purposes, assuming the school has disclosed such purposes to the individual student verbally or in writing on or before collecting the personal information:

1. To communicate with the students' parent or legal guardian, to process a student's application, and to provide a student with the educational services and co-curricular programs provided by the school authority.
2. To enable the authority to operate its administrative function, including payment of fees and maintenance of ancillary school programs such as parent voluntary groups and fundraising activities.
3. To provide specialized services in areas of health, psychological or legal support, or as adjunct information in delivering educational services that are in the best interests of the student.

Access to and Disclosure of Student Records

1. A student (capable of exercising PIPA rights) and a parent/legal guardian of a student is permitted (unless restricted by a court order) to:
 - Examine the Student Record and Student File kept by a school authority pertaining to that student, while accompanied by the Principal.
 - Receive a copy of any student record upon request. The school authority reserves the right to recover the direct cost of copying records.
 - An entitled person may access and verify personal information in the Student Record and Student File pertaining to the particular student with appropriate notice to the principal. Access will be provided during school hours.
2. Access to a Student Record or Student File will be disclosed to professionals who are planning for or delivering education, health, social or other support services to that student.
3. In the case of a request for personal student information from separated or divorced parents, the school authority will be guided by the legal custody agreement, a copy of which should be provided to the lead administrator. In cases where the principal/administrator is unsure if the non-custodial parent is entitled to access personal student information, the school's legal counsel will be consulted for a recommendation.

Transfer of Student Records

1. On receipt of a request for student records from a school, a Board of Education, or an independent school authority from within British Columbia where the student is (or will be) enrolled, the school authority will transfer that student's PSR (including declared inclusions), the current Student Learning Plan (if any), and the current IEP (if any) to the requesting institution. The school authority will retain a copy of the PSR, indicating the school where the records have been sent and the date of the student record transfer.
2. If the requesting institution is outside British Columbia, a photocopy of the PSR will be sent (including declared inclusions), along with the current Student Learning Plan (if any), and the current IEP (if any).
3. Requests for a student's record from a public school require that the public-school administration provide a copy of the PSR (including declared inclusions) and current Student Learning Plan (if applicable) and IEP (if applicable) to the independent school authority. The original PSR must be retained by the public school.
4. The school authority will only transfer sensitive, confidential information (e.g. psychiatric assessments) after dated and signed parent/guardian consent has been obtained.
5. The school authority will not transfer a record of a Section 14 *Child, Family and Community Service Act* report of alleged sexual or physical abuse made to a child protection social worker.
6. A summary of a former student's school progress may be provided to prospective employers, at the written request of a former student. The school authority reserves the right to assess a fee for this service.
7. A Student Record will be reviewed when a student transfer. The Principal will ensure that the documents listed as inclusions are still required inclusions (eg. not expired or rescinded) or still deemed to be relevant and important to the educational program of the student. Expired, rescinded, or irrelevant inclusions will be removed from the Student Record and the documents themselves will be shredded.

Revised, October 2020

14. Communications Policies

At FMSS we recognize the paramount importance of an effective home-school partnership. Please do not hesitate to contact us at any time in person, by telephone, by e-mail or with a note. We much prefer to hear about issues and address concerns immediately. It is our belief that a successful partnership depends on good communication between the family and the School.

Channels of Communication

Your child's Guide is the first person to contact if you should have questions about any situation concerning your child. If your question is not answered to your satisfaction, please contact the Principal, and ultimately you may contact the Board appointed Parent Liaison.

For academic matters such as student progress, field trips, Montessori philosophy, classroom activities, behavioural matters, curriculum, etc., please contact:

1. The classroom Guides
2. The Principal

Communicating with Faculty and Staff

Members of the FMSS faculty and staff are readily accessible by telephone, e-mail, written notes or in person. Please note that immediately prior to the start of the session or during dismissal at the end of the session, the Guides cannot take time to meet with parents in a fulsome fashion. The Guides are more than happy to schedule times for face-to-face meetings or telephone calls at times of the day when they are not focused on their students.

As professionals, the FMSS faculty and staff will not undertake communication about student achievement, behaviour, or well-being via e-mail. We recognize the importance of a true conversation via telephone or face-to-face when working together with parents to discuss serious issues and concerns. Consequently, Guides may respond to e-mails from parents with serious concerns only to schedule a call or meeting.

In addition to personal communication regarding questions, concerns or compliments, the School has a number of vehicles to keep you informed:

- Classroom Monthly Memos (1 per month)
- Parent Education Newsletters (1 per term)
- School Notice Board
- FMSS website: www.familymontessori.com
- FMSS Facebook Page: www.facebook.com/familymontessori
- FMSS Instagram Account: @family_montessori_school

15. Social Media Policy

Social media refers to the means of interactions among people in which they create, share, and exchange information ideas in virtual communities and networks. Social media includes, but is not restricted to social networking, blogs, wikis, social bookmarking, podcasts, forums, content communities, email, instant messaging and texting.

The use of social media is a reality, and a valuable communication tool in today's online world. However, the inadvertent misuse of social media has the potential to put the reputation of the school and its employees at risk, as well as infringe on the privacy rights of our students and families. As such, *FMSS Guides, staff and Board members* agree to utilize social media in accordance with the *Professional Standards at Family Montessori School.

Key responsibilities vis-à-vis Social Media:

- 1) Use only school sanctioned sites and tools or other school approved means of communicating on-line with parents (school email, FMSS website, FMSS Facebook and Instagram.) All communication with parents should be formal, courteous, and respectful, and should only pertain to school-related matters.
- 2) Respect privacy rights in relation to your online communications. Protect the confidentiality of information regarding students and their families. Do not disclose any confidential or personal information about students or their families. Do not post any photographs or videos of students without informed consent of the student's parent(s).
- 3) In general, Guides and staff should not exchange personal phone numbers or email addresses with parents. There are possible exceptions (i.e. relatives attending the school.) The Principal should be consulted for clarification in such cases.
- 4) Online communications should reflect the principles of honesty, respect, responsibility, and consideration of others.

**Cross References: Professional Standards at Family Montessori School*

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16. Safety Policies

FMSS has developed a detailed Emergency Preparedness Plan** to be implemented by staff in all Emergency situations. Please refer to Emergency Preparedness Binder located in each location and office for more details

Fire and Earthquake Drills

FMSS conducts earthquake and fire drills once a month. As per Licensing and Independent school requirements, these drills alternate month-to-month.

Lockdown Procedure

FMSS has developed a lockdown procedure to secure and protect staff and children in the event a suspicious or dangerous person enters our facility or grounds. Lockdown procedures are practiced once per term. Drills include scenarios where children are outside and need to be moved inside as well as scenarios where children are in the classroom.

Emergency Evacuation

In the instance of a serious unexpected emergency, parents will be contacted, provided phone service is available. Out-of province contacts will be notified should this become necessary due to the phone lines being down. Should it become necessary to move to another area, a notice will be posted on the door advising of where to collect children, and if possible, the message on the answering machine will be changed to say where we are.

17. Smoking and the use of vapour products on school premises Policy

This policy has been implemented to protect employees from exposure to second-hand smoke in the workplace, and to ensure a safe, healthy, and productive working environment for all employees. The Board of Family Montessori School Society is concerned about the health and safety of all its students and staff and is committed to providing a healthy, smoke-free working and learning environment.

In accordance with the Tobacco and Vapour Products Control Act Section 2.2.(2), 2.2.(3) and 2.2.(3.1), the Board prohibits all persons from Smoking, use e-cigarettes or vaping in or on school property. This prohibition includes smoking or vaping in vehicles on the school grounds.

This policy applies to all employees, as well as visitors, contractors, parents, and other members of the public on the school grounds. The ban on smoking is in effect at all times, even after hours, when staff are not working or when parents/students are not present. In addition, Employees must comply with the smoke-free policy while working at off-site locations.

In addition, FMSS and the Board believes that, in the interest of promoting good health practices, non-smoking role modelling with an effective health education program, will be a significant factor in encouraging future non-smoking behaviour in our students.

18. Educational Resources Selection Policy

FMSS prides itself on delivering an authentic Montessori program of the highest quality, in accordance to AMI principles and standards. At FMSS, we strive to adhere to practices outlined by AMI whenever possible.

The educational resources selected by FMSS staff are materials that are designed to deliver the lessons found in our AMI Teacher Training Manuals. Classrooms are stocked with materials and resources supplied by reputable Montessori material providers.

Additional resources include, but are not limited to, teacher made materials, which are based on Montessori lessons found in the Teacher Training Manuals. Examples of teacher made materials include Practical Life trays for practicing a particular life skill, like polishing silver. From time to time, the guide may need to create a resource for a concept found only in the BC curriculum. Guides or a reputable Montessori material contractor will create the material only after thorough discussion and thought is given to ensure that the material is age and developmentally appropriate, does not offend any race, religion, culture or gender, and supports and aligns with the Montessori Method of learning.

A parent or staff member may appeal a resource if they deem it as inappropriate or offensive. The following protocol will be followed:

- The parent or staff member will submit a written explanation of their appeal to the Principal, clearly stating how the resource is inappropriate or offensive.
- Classroom Guides, in conjunction with the Principal will review and discuss the source of the material and if indeed there has been an offense.
- The Principal will send a written response to the concerned party and the FMSS Board of Directors, outlining the decision made in regards to the use of the resource in question.
- If the concerned party is not satisfied with the outcome, they may choose to send their appeal to the Board of Directors who will make a final decision and send a written response to the concerned party.

19. Water Testing Policy

FMSS prioritizes the health and safety of each student. As such, FMSS ensures that all drinking water sources at both the Sitka Square location and the Jericho Hill location meet environmental health standards.

A water testing will be eject every three years as is require for the Ministry of Education "School districts must complete lead content testing on all school facilities once every 3 years. Therefore, a minimum of 1/3 (or 33%) of the school facilities in a school district's inventory must be tested each year." (Testing Lead Content in Drinking Water of School Facilities, September 2016)

The following steps are taken to ensure clean, safe drinking water:

- 1) FMSS will test its drinking water once a year through Maxxim Analytics or another reputable laboratory.
- 2) Classroom guides are responsible for flushing **all** taps at each classroom location for approximately two minutes every morning or until the water turns cold (shorter of the two).
- 3) If hot water is needed for consumption, it will be taken from a cold-water drinking source and boiled to the desirable temperature.
- 4) Non drinking sources (bathroom sinks) are clearly labelled as "non-drinking water".
- 5) Classroom Guides must only provide drinking water from the kitchen sink source at each classroom location.
- 6) Additional "NFS" filters may be used if determined necessary by the Classroom Guide.
- 7) If water tests indicate a lead level higher than 5 ug/L, the school will inform their respective licensing officer immediately to establish a course of action.

Last test: May 29, 2019

20. Physical Activity Policies

Family Montessori School Society recognizes the importance of daily physical activity for young children. Implementation of appropriate physical activity practices supports the healthy growth and development of the children in our school, as well as assisting in establishing positive lifestyle habits for the future.

Physical Activity in Child Care Policy

In the preschool setting this physical activity is called Active play. Active Play is any physical activity that includes moderate to vigorous bursts of high energy that can raise a child's heart rate - such as running, jumping, and dancing. Active play can help improve balance, coordination, control of body and movement, and help to build strong bones and muscles.

We see this as an important part of the child's experience as it helps them to develop confidence, improves concentration and learning skills and provides opportunities to develop fundamental movement skills.

The purpose of this policy is to ensure that children at FMSS are encouraged to engage in active play and able to participate in a variety of daily physical activity opportunities that are appropriate for their age and reflect a wide range of skill development. In order to provide all children with numerous opportunities for active play throughout the day FMSS will:

- **Strive to provide daily outdoor play** – preschool students will be provided with opportunities for active play for at least 30 minutes every day. This includes un-facilitated supervised play outside on the playground, facilitated nature walks, and (for Kindergarten children) facilitated games and organized sports in P.E. class one session per week. Kindergarten children will receive at least 30 minutes rain or shine to 90 minutes of outdoor play every day.
 - If for some reason outdoor play time is limited for the class, indoor active time will be increased so the total amount of active playtime remains the same.
- **Also provide indoor active play activities** – students are provided with the following facilitated active play activities: folk dancing, action songs, bouncing on the spot, yoga poses, games, and block building activities. Students are also provided with the following un-facilitated active play activities: walking the line, building blocks, and playing the bells.

Screen Time Policy

Children attending Family Montessori School will not be offered screen time as a part of their daily routine.

While children are in the classroom, staff will limit their time on the computer, tablet, or similar information technology to record keeping, in order to appropriately role model screen time in the Montessori learning environment.

Role of Staff in Physical Activity

- Will encourage children to be physically active indoors and outdoors at appropriate times and for the required length of time.
- Help to develop the physical literacy of our students by motivating through encouragement and example, and by increasing their understanding of the value of being active.
- Will be aware of and incorporate fundamental movement skills, injury prevention and safety into all active play activities.

- Provide children with opportunities to practice fundamental movement skills as part of their daily routine

Appropriate Dress for Physical Activity – Ready to Play Policy

We at FMSS have a “ready to play” policy. Please bring your child ready to play and be active every day. Children will participate in both indoor and outdoor play, therefore, parents should send children in clothes and shoes which can get dirty and allow for free and safe movement.

We expect parents/guardians to provide children with appropriate clothing for safe and active outdoor play during all seasons. (Example: sun hat and sunscreen applied before school in spring/summer, raincoat and boots in the fall and spring, winter coat, hat, boots and mittens in the winter.)

Guides will remind parents of appropriate seasonal attire in their monthly notices to parents.

21. Supervision Policy

Supervision at beginning of school day

Students enter their classroom at 8:30 a.m. or 12:45 pm. Prior this time parents/guardians are responsible for their children.

Before 8:30 am/12:45 pm, Guides are involved with meetings and/or preparation for the day thus are not available to provide supervision.

Supervision during school time

Guides/assistant are always responsible of the children during session. Only guides/substitutes/extracurricular teachers may be in classroom. Unless given permission, anyone else must remain outside the classroom during class session. This regulation is to ensure that the children receive consistent guidance.

The Adult to child ratio requires by licensing regulations is: 1 teacher per 8 children.

Supervision during lunch time:

Lunch supervisor and/or Guides will be responsible of the children enrolled in the full day program during lunch time.

Supervision at the end of the day

Children will be released ONLY to their parent/guardian or authorized person that is on the parent child information form and authorized pick up sheet.

Parents/guardians are expected to pick up their child no later than ten (ten) minutes after the end of session. Parents/guardians are strongly encouraged to arrive on time since arriving late may cause anxiety to the child and inconvenience to the Guides and staff.

Guides and staff are no longer responsible for a child once the student is released to his/her parent/guardian or other authorized person.

Supervision during FMSS events

During FMSS school events, where parents are participating such as Welcome picnic, winter concert, spring concert, graduation picnic etc., Parents/Guardians are responsible for their children. This includes their toileting, eating and behavioral needs.

Created November 2019

22. Special Needs Policy

As per our Policy #3 – Admissions and Re-enrolment Policy, we practice a policy of inclusivity, where we value diversity and embrace all learners into our program. We however, need to accept our limitations in accepting some learners – for example, our Sitka Square location is not wheelchair accessible. The following are a list of procedures for FMSS staff to follow when welcoming Special Needs students into our classrooms.

Family Montessori School follows the mandate laid out by the Western Communities Montessori Society (WCMS) Board with regards to inclusion of all types of learners in our programs:

FMSS recognizes that some children require additional support in order to optimize their learning in a school setting. In keeping with the belief that all children can learn and that children learn at different rates, and with the value of including students with a range of abilities, we embrace the inclusion of students with special needs in the school. This includes children with challenges at either end of the learning spectrum. Within its financial means, Family Montessori School will make every reasonable effort to include children with special needs and adapt the environment and program to meet their learning needs, while not compromising the learning needs of other children. Each child's situation is considered on an individual basis.

New admissions to our program are assessed according to this policy, and on the following criteria:

Capacity within the Classroom and Teaching Team

FMSS tries to accommodate the learning needs of all students in its classrooms. Students with special needs often require additional staffing and/or staff time to modify or adapt the Montessori program. The demands made on a classroom team are cumulative and the addition of a new student with special needs cannot be looked at in isolation from the remainder of the class. In one classroom scenario a student's needs can be met, yet in another that same student's needs may be beyond the scope of the resources available.

Family Montessori being a small independent school cannot provide the services that may be found in larger schools and school districts. FMSS does not employ any specialists or resource teachers. The Individual Education Plans (IEPs) for a special needs student is created by the Teacher, Principal and the Parents. Any diagnostic testing or other specialist services such as occupational therapy, speech and language therapy, and physical therapy are not provided unless these services are explicitly identified in the IEP of a student who receives Special Need Funding.

Types of Special needs

Independent schools identify special needs into different categories according to guidelines laid out by the Ministry of Education. Students identified in these categories are required to have an IEP associated with their educational program. However, not all categorized students qualify for supplementary funding from the Ministry. Additionally, there are students who have a need for supplementary support but are not categorized.

Uncategorized Students with Additional Learning Needs

FMSS's teachers work in conjunction with any outside specialists. Parents are responsible for procuring these services. Family Montessori can provide assistance in locating appropriate specialists.

Categorized Students Who Do Not Qualify for Special Needs Funding

FMSS will provide support from its in-school resources to those students who are categorized as Special Needs. The types of assistance provided will be determined based on the education goals in the student's IEP.

Categorized Students who qualify for special needs funding

Additional funding can be received from the Ministry of Education based on student's specific needs. However, this does not mean that all funds received will be spent directly, and solely on the designated student. As per Ministry of Education guidelines, how supplementary special needs grant funds are used is at the discretion of the school. All special needs grants received are pooled into the school's special needs budget. The school also allocates funds in excess of the special needs grants received to run our special needs programming.

Family Montessori uses special needs funding for each student directly on classroom resources and specialists that will benefit that student. This can take the form of educational assistance, specific resources for use in the class, or the bringing in of outside specialists to assist students. The types of assistance provided will be determined based on the education goals in the student's IEP.

The Principal and Bookkeeper will coordinate to track all Special Needs funding and expenses.

Appendix A



Family Montessori School Society Report of concern/ incident – Student

Student's Name: _____

Location: _____

Program: _____ Preschool _____ Kindergarten

Verbal report: _____ Yes _____ No

Person completed the form: _____ Date: _____

Recently you were involved in an alleged bullying incident. In order to prevent such incidents, it is important for us to try and understand what happen.

Adult/ teacher: Ask the student these questions and write down the answers. Attached any pictures they can draw, if the student is developmentally capable.

1. When did the incident happen?

Date: _____ Time of the day: _____

2. Where did it happened?

3. Tell me what happened?

4. How did it make you feel?

Principal's/ Guide signature: _____

Parent Signature: _____

***Contact parents to arrange an appointment with both parties**



Family Montessori School Society
Report of concern/ incident – Parent/Adult

Name: _____ Date: _____

Location: _____

Program: _____Preschool _____Kindergarten

Date Concern/ Incident Occurred : _____ Time : _____

Place: _____

Individuals Involved: _____

Recently you were involved in an alleged bullying incident. In order to prevent such incidents, it is important for us to try and understand what happen.

Details of the safety concern/incident:

1. What happen before, during and after the incident?

2. Your response?

3. Their response?

4. Give words and actions

5. Witnesses

6. How did it end?

7. Previous report of concern/ Incident

Action taken

Received by: _____ Time: _____

Principal Signature _____

Signature: _____

Follow up: _____ Date: _____

Appendix B

FAMILY MONTESSORI SCHOOL SOCIETY APPEAL FORM

In submitting this Appeal Form, you agree to the following:

1. The Appeal Form must be completed in full.
2. You may have an advocate accompany you throughout the appeal process provided you have advised the Principal in advance of any scheduled meetings.
3. You may be contacted to participate in a meeting in which a board member(s) has the opportunity to gather additional information prior to making any final decision and/or recommendations.

Prior to submitting an appeal to the Board of Directors, please ensure the following requirements have been met:

1. This Appeal Form must be submitted within thirty (30) school days of the administrative decision and submitted to the Principal directly.
2. Attempts have been made to communicate with the individual(s) directly involved in the concern/conflict.
3. A meeting has taken place with the Guide(s) for assistance to resolve the concern/conflict.
4. A meeting has taken place with the Principal for assistance to resolve the concern/conflict.

If the above mentioned requirements have not been met, please contact the Principal for assistance.

Appeal form

Student name: _____

Date of Birth (mm/dd/yyyy): _____

Parent/Guardian Name: _____

Address: _____

Cell phone: _____ Work/home: _____

Email: _____

Location: _____ Sitka _____ Jericho

Guide: _____

1. Please provide a summary of the action/decision which you are appealing. Include any details how this decision has affected you and/or your child.

2. Please provide below the date you were informed of the decision and who informed you.

3. To your knowledge, who was involved in making this decision?

4. Please list the steps and/or actions you have taken to resolve this issue directly with the person(s) involved.

5. Please summarize your interactions with the guides/principal in an effort to resolve the issue.

6. Please provide the reason(s) for your appeal to the Board of Directors. Specifically, the Board is interested how the administrative decision has significantly affected your child's education, health and/or safety.

7. Do you have a specific outcome for this situation? What changes would you like to see?

8. Please provide any additional information which you feel may be of benefit to the Board of Directors in consideration of your appeal.

Print Name

Date

Signature