



POLICIES & PROCEDURES

Table of contents

1. Conduct Policy	4
• Discipline	
2. Discrimination Policy	6
3. Admissions & Re-enrollment Policy	7
• Role of families	
• Preparedness	
• Admissions & Reenrollment Procedure	
• Students	
• How to apply (New students)	
4. Payment Policy	10
5. Cash payment policy	12
6. Pick up, Drop-off Policy	13
• Late drop off	
• Late pick up	
• Early pick up	
• Custody Orders	
7. Absences/Illness Policy	15
• Absence	
• Illness	
• Administration of Medicine	
8. Nutrition and snacks	16
• Breakfast	
• Snack	
• Lunch (full day and 3rd Year Casa Programs children)	
• Birthday Celebrations	
9. Allergies and anaphylaxis Policy	17
10. Harassment and Bullying Prevention Policy	19
11. Conflict Resolutions and Appeal Policy	22
• Procedural Guidelines	
• Confidentiality	
• Mediation	
• Levels of Consultation	
• Administrative Procedures	
12. Privacy Policy	24
13. Student Records Policy	25

14. Communication Policy	26
15. Social Media Policy	27
16. Safety Policy	28
17. Anti-smoking and the use of Vapour products on school premises Policy	29
18. Educational Resources Selection Policy	30
19. Physical Activity Policy	31
20. Supervision Policy	33
21. Special Needs Policy	34
Appendix A	35
Appendix B	38
Appeal Form	39

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, 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 published Policies and Procedures at FMSS and uphold all licensing requirements as per Vancouver Coastal Health authority regulations.

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 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 bathroom 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. **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 an e-transfer or cash 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. Re-enrollment approval involves Guide/Administration 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 their 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.

Students (Ages 3 to 6 Years Old)

- **Casa programs:** Children must be a minimum of 3 years old by August 31st (of the year of enrollment). Our Half Day and Full Day Casa Programs run 5 days a week. **We have no part-time.** We do not offer before or after school care.
- **Full Day Casa Program:** In the event there are more applicants than spaces, the Guides, will review the applicants and offer spaces for the Full 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.
- **3rd Year Casa program:** Children must be 5 years old by December 31st of the year of enrollment. In the event there are more applicants than spaces, the Guides will review the applicants and offer spaces for the 3rd Year Casa 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.

HOW TO APPLY (New students)

If you are interested in learning more about our program, please call the office: 604-731-8810.

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 (e-transfer 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: 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.

Monthly tuition payments for the upcoming school year start **May 1st through to January 1st**. Tuition fees are subject to change annually (with a typical increase of 4-6%) and are posted in mid November for the following year. For information regarding current tuition rates please refer to our website at familymontessori.com or email us at 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 transferable under any circumstances.**
- ii) **Payment** – Upon signing the contract, the parent/guardian shall pay the yearly tuition to 'Family Montessori School Society'. Payment is paid via pre-authorized debit (PAD) in full (with 2% discount), by three term installments, or in monthly installments. Monthly payments start in advance of the school year in May and run for nine (9) months to January. All tuition PAD agreements are required at the time the parent executes the contract in order to maintain the student's spot at the school.
- iii) **Overdue 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.
- iv) **Termination of Agreement:**
 1. Termination by Parent - Parent may terminate this agreement and withdraw their child from the school by submitting written notice of their intentions, including the effective date of withdrawal. Notice of withdrawal may be given by way of an email to the school at info@familymontessori.com or a signed letter addressed to the Head Guide which shall be delivered to the office in person. Verbal notice will not be accepted.
 2. Termination by Society - Society expressly reserves the right to require the immediate withdrawal of a child at any time from the School and terminate this agreement in the event that (A) the Guide(s) and the Head Guide determine that the child is not benefiting in a meaningful way from the Montessori teaching method, (B) 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), (C) any portion of the Tuition Fee is owing to the Society for a period of more than ninety (90) days, and/or (D) Society determines that such withdrawal is in the best interest of the child and/or Society. 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. Termination by Parent – For withdrawal notices received after May 1st, parents are responsible for tuition fees until the end of the month when notice is received. The enrollment agreement will be terminated on the last day of the month in which notice was received and the child may continue to attend school for the remainder of the month (if applicable). After January 1st, parents will be responsible for full payment of all tuition fees for the school year.

By way of example, if notice of withdrawal is received on September 28th, the agreement becomes terminated on September 30th. Tuition fees paid for the months May to September, as well as the non-refundable deposit, will be retained by Society.

The deposit submitted at the time of registration is **non-refundable under any circumstances** as mentioned in both the returning student re-registration package and new student acceptance letter.

Note: The Board of Directors make staffing, program and operational decisions based on revenue and expenses that are projected for the upcoming school year which are dependent on student registration. The Society makes commitments for salaries, leases and future projects on an annual basis which are not reduced when a student withdraws.

- v) **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:

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

Although cash is accepted, parents and guardians are encouraged to pay tuition, deposits, and supplemental fees through an alternative payment method such as 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 up to \$3,000.00 CAD towards tuition, deposits and/or supplemental fees. All cash payments in excess of \$3,000.00 CAD 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 CAD 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.

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.

Half Day Casa Programs:

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

*No admittance after this time without prior arrangement.

PM session: 12:45 pm to 3:45 pm. Door closes at *1:00 pm.

*No admittance after this time without prior arrangement.

Full Day Casa Programs:

Full time/3rd Year Casa Program: 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 Head Guide 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

FMSS request an email if the child is unable to attend school.

Illness

Parents must keep their 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.

Snacks

All children must bring their own snack and water bottle. Foods such as fresh fruits, vegetables, dairy, grain products and home baked goods are encouraged. Please use a thermal container to keep items that need to stay hot and/or an ice pack to keep items cool.

We are a '**Nut Aware**' school so please do not send peanut butter or products that may contain peanuts or other nuts to school. Check with the Guides on the severity of allergies in the current classroom. Parents are also asked to advise the Guides of any cultural, religious or individual preferences. Please refer to **Allergies and Anaphylaxis Policy**.

Lunch

Full Day/3rd Year Casa students should bring a well-balanced lunch to school every day with each of the food groups included. No sweets please. Due to the number of full-time children, we are unable to warm up their lunches. Please use a thermos, to keep your child's food warm.. Please use reusable containers whenever possible.

Birthdays

Every child's birthday is observed at school by lighting a candle and performing a small celebration. The child will hold a globe and walk in a circle around the "sun" (candle), one circle for each year of his/her life. The Guide marks each year around the sun with photos and comments about what the child was able to do at each age. To enhance the birthday celebration, please send pictures of your child at age 1, age 2, etc. The pictures will be returned at the end of the day. If parents wish, they may also send a birthday treat to be shared with all class members. **NO ICING, PLEASE!**

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

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 the classroom.

Parents/Guardians are responsible for:

- Notifying the school Guides 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.

Anaphylaxis reaction

Give epinephrine (e.g. EpiPen or Allerject) **immediately** after report of exposure to the allergen or at the prescribed student's request due to onset of allergic reaction.

It will be administered in school by designated staff. This trained person will be regular members of the school staff. **The person trained in this procedure must be able to access the student within TWO (2) MINUTES OF ONSET OF SYMPTOMS.** For safety all teachers at FMSS will receive a training by the school public health nurse at the beginning of each school year to administer the injection.

1. Use a calm and reassuring voice with the child and do not leave him/her unattended.
2. **Call 911**, explain Type of exposure (e.g., ingestion, skin contact, inhaled) as well as specific allergen.

3. Give a second dose of epinephrine as early as 5 minutes after the first dose if there is no improvement in symptoms.
4. **Call the parent or guardian** when a student has been given epinephrine.
5. Do not attempt to stand the student up or ask them to walk around, (this may increase the danger to the student in the event of a reaction).
6. Inform Head Guide
7. Gather accurate information about the reaction and the student to give to the ambulance when they arrive.

Follow up care:

- Should an incident occur that requires use of the Epi-Pen, an Incident Report must be filed with Licensing. Within 24 hours of the incident a phone call must be made to Licensing advising that an incident occurred and that the Incident Report will be posted/hand-delivered to the appropriate Licensing officer.
- Review facts about the reaction with parents and teachers.
- Specify any changes needed to prevent another reaction and incorporate it in the ECP (emergency care plan of the child)
- Meet with any staff members involved with the anaphylactic reaction for review and support.
- If reaction was to food provided by school, review food labels and send a notification to the school community to prevent any reaction in the future.

Field trips are considered an extension of the school's program, arrangements for management of injury and medical emergencies shall be provided if necessary. #

#

Procedures: #

1. At least one school staff person will be trained in first aid and age-appropriate CPR, including adult CPR. If a medical emergency happens during the field trip, the Guides will follow the medical emergency procedures previously described.
2. If an anaphylaxis emergency, epinephrine may be administered by a trained staff member. **The person trained in this procedure must be able to access the student within TWO (2) MINUTES OF ONSET OF SYMPTOMS.** For safety all teachers at FMSS will receive a training by the school public health nurse.

Anaphylaxis care plan forms can be found at FMSS Medical Emergency Response Plan

10. Harassment and Bullying Prevention Policy

Rationale:

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.

Commitment to protect:

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 in which 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 Guide(s).

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 on the website. Parents can also ask the Office Administrator or Guides for this form. 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 Head Guide. Upon a 3rd occurrence, an action plan will be created. If the issue persists enrollment will be reviewed by the Head Guide 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 Head Guide and filed. The adult will receive a warning letter from the Head Guide.
A *parent to another parent interaction	The parent should report this to a member of the staff or the Head Guide. 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 Head Guide.
A *parent to staff member interaction	This should be reported immediately to the Head Guide 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 Head Guide or Board member as appropriate.
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 Head Guide, 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.

Commitment to Shield against retaliation:

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.

Building a Positive School Community

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.

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 Head Guide towards a resolution prior to initiating an appeal.

If a satisfactory resolution cannot be reached with assistance of the Guides/Head Guide, 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 Head Guide of FMSS with a written statement detailing the concern/conflict within two (2) business/school days.
3. To receive a response from the Head Guide 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 in response to the conflict/concern.
7. To receive confirmation of any action plan(s) or decision in writing by the Head Guide.
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).

*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 Head Guide 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 Head 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 Head Guide.
2. The Head Guide 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 on the website). Parents can also ask the Office Administrator or the Guides for this form)
3. The Appeal Form will be readily available, and the Head Guide 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 Head Guide 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 Head Guide and the individual(s) filing the appeal within five (5) business/school days.

Edited: October 2018
Update: January 2019
Updated: November 2022
Updated: September 2023

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 Administrative Office. 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

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.**

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 Head Guide, 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 Head Guide

Communicating with Faculty and Staff

Members of the FMSS faculty and staff are readily accessible by 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)
- Seesaw Updates
- 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 responsibly.

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 Office Administrator should be consulted for clarification in such cases.
- 4) Online communications should reflect the principles of honesty, respect, responsibility, and consideration of others.

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 the classroom and office for more details.

Fire and Earthquake Drills

FMSS conducts earthquake and fire drills once a month. As per Licensing 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. Anti-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 with 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. 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 Head Guide, clearly stating how the resource is inappropriate or offensive.
- Classroom Guides, in conjunction with the Head Guide will review and discuss the source of the material and if indeed there has been an offense.
- The Head Guide will send a written response to the concerned party and the FMSS Board of Directors, outlining the decision made in regard 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. 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** – all 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. In addition Third Year Montessori and Full day 4 year old children will participate in facilitated games and organized sports in an extracurricular class one session per week. Third Year Montessori & Full day 4 year old children will receive at least 60 minutes (rain or shine) 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.

20. 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/Third Year Montessori 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

21. 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, the 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.

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?

Head Guide'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?

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 Head Guide 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 Head Guide 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 Head Guide for assistance to resolve the concern/conflict.

If the above mentioned requirements have not been met, please contact the Head Guide/Office Administrator for assistance.

Appeal Form

Student name: _____

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

Parent/Guardian Name: _____

Address: _____

Cell phone: _____ Work/home: _____

Email: _____

Location: _____

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/Head Guide 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