Khalsa Montessori School

Primary Handbook

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Primary Mission Statement

As Montessori educators, we create a prepared environment that fosters developmentally appropriate independence for Primary students. Throughout the school year, structures and routines teach each child self-care skills and how to interact with and contribute to the overall school community.

Through careful observation of each child as an individual learner, Primary teachers create a curriculum that addresses the unique needs of each child, while encouraging group harmony and cohesiveness. An emphasis on conscious discipline establishes behavior boundaries for each student which correlates to positive self-esteem and the ability to self-regulate.

Through the early learning experience provided by our prepared environment, the Primary age child is given a firm foundation for all future learning. Classrooms have inviting hands-on materials in the areas of language, mathematics, sensorial, practical life, geography, culture, science, and Spanish. By manipulating materials, children start their understanding of concepts in these areas with a firm concrete base. By providing freedom within limits, children are allowed to work individually at their own pace and develop a self-motivated love of learning. Self-discovery materials help develop a mind that can independently solve problems and think critically.
For the full Khalsa Montessori School Mission Statement, please refer to the KMS Organization Handbook.

Location & Contact Information

Primary School Location:
346 East Coronado Road
Phoenix, AZ 85004

Main Primary School Office Line:
602-252-2275

Primary Parent Afterschool Email:
pec@kmschools.org

Main Primary School Office Email:
kmps@kmschools.org

Licensing: Primary-Kindergarten Program (R9-5-204)

- 3 years – 6 years old
- 346 East Coronado Road, Phoenix, AZ 85004
- **Hours of Operation: 7:30 am – 6:00pm**
    - 7:30am – 8:00am: AM Care
    - 8:00am – 8:30am: School Drop-Off
    - 8:30am: Primary/Private Kindergarten Program Begins
    - 12:30pm: Half-Day Program Ends
    - 12:30 – 3:00pm: Charter Kindergarten Program
    - 3:00pm: Full Day Program Ends
    - 4:30pm: Partial Extended Care Ends
    - 6:00pm: Full Extended Care Ends

Our tuition based Primary Program is a 3-4 year cycle for students 3 years to 6 years old. The final year of the Primary cycle is our Kindergarten program which includes a half-day of tuition free Charter education.

Khalsa Montessori Primary School Enrollment, Withdrawal & Financial Policy

Enrollment, Disenrollment & Withdrawal

Enrollment in KMPS should be viewed as long-term in nature. Children should be given the opportunity to complete the educational cycles. At the time of Khalsa Montessori Primary School enrollment, an enrollment contract must be signed by the parent/guardian stating that the child will be attending the Khalsa School for the full academic year. Once signed, the parent/guardian is then responsible for payment of the total tuition for that period of time. No reduction will be made in tuition for vacation time taken or for time the child is absent due to illness. To guarantee placement for a continuing student, an enrollment contract for the coming school year must be completed, and enrollment fees and all past-due balances paid by the re-enrollment due date in March.

Sometimes attendance at Khalsa Montessori School does not seem to support a child's development and we reserve the right to disenroll a child from our program. Examples may include:

- A child who is harmful to themselves or others and demonstrate a lack of progress with self-regulation.
- Excessive absences or tardiness/late pickups.
- Disregard for school policies and procedures.

Disenrollment will usually only occur after attempting to work with and support the child/family. Under extreme circumstances disenrollment will occur immediately.

The enrollment contract can be broken and the child withdrawn only if the child's family is relocating out of the Greater Phoenix Metropolitan Area, if the child has a prolonged illness, or if

the teacher/school administrator agrees that it is in the best interest of the child for them to be transferred to another school. In the event of such a withdrawal, a written notice must be given to the school administrator 40 calendar days before the child is withdrawn. The parent/guardian is responsible for tuition payments during this 40-day period. In the absence of such a notice, or for a withdrawal that does not meet the above conditions, the parent/guardian is responsible for the balance of tuition owed for the contract period. A 40-calendar day written notice must also be given for any withdrawal of an enrolled child prior to the beginning of the contract period. IN THE CASE OF ANY WITHDRAWAL OF AN ENROLLED STUDENT, THERE WILL BE NO REFUND OR ANY ENROLLMENT FEES, TUITION DEPOSIT, OR FIELD TRIP FEES.

Enrollment & Other Fees

- A $100 Tuition Deposit is required before any child is first enrolled in KMPS. The Tuition Deposit is carried over each year the child attends KMPS and, per parent direction through a completed Tuition Deposit Allocation Form, the Tuition Deposit is allocated after the child's final enrollment period at KMPS.
- A yearly $250 Enrollment Fee is due with the school year enrollment contract. This fee is non-refundable.
- A yearly $60 On-Site Field Trip Fee for Primary students is due at school year registration in July.
- A yearly $80 Field Trip Fee for **Kindergarten students only** is due at school year registration in July.
- Enrollment Forms to be completed annually include:
    - Enrollment Contract
    - Enrollment/Re-Enrollment Form
    - ADHS Emergency, Information and Immunization Record Card (aka Blue Card)
    - Updated Immunization record
    - Sunscreen Permission Form
    - Statement of Consent
    - Field Trip Permission
    - Public Release Consent
    - Family School Agreement
    - Parent Priorities Form

Kindergarten Students Only:

- Charter School Enrollment Form
- Arizona Residency Form
- Language Survey Form

Current Tuition Rates

Current Tuition Rates can be found on the Primary or Kindergarten School Year Contract, as well as on our website at: https://khalsamontessori.org/enrolling/tuition-rates/

To Re-Enroll a Continuing Khalsa Student

1. Complete the Intent to Return form and school year contract.

2. Submit your Annual Fees.

School Year Registration

The School Year Registration window is in July. Parents will be notified of the Registration window and must complete the process online through the PowerSchool SIS Parent Portal. Completion of School Year Registration is required of all families to hold a child's position. All required documents are requested at this time and due prior to the first day of school.

To Enroll a Kindergarten Charter Student

1. Fill out a Charter School Waitlist Application in the year prior to the desired date of enrollment.
    a. Enrollment is first come, first served based on the date and time the application is received by the Admissions Director. As per state charter school law, Kindergarten placement is not guaranteed for current continuing Primary students.
1. Complete Enrollment Forms. These forms must be returned within the time period defined upon the position being offered (typically within 7 days unless the first day of school is in less than 7 days).
    a. Enrollment Form
    b. Language Survey Form
    c. Arizona Residency Form and Proof of Residency
    d. Student Records Request
    e. Birth Certificate
    f. Immunization Record (This document is required for attendance)
2. Submit your Annual Fees.
3. Complete New School Year Registration in July.

If no positions are currently available, receipt of the application places the child on the waitlist for the current year or coming year. Parents will be contacted as soon as an opening becomes available. Waitlists are kept by grade according to the age of the child, using September 1st as the cut-off date, i.e. age 5 before September 1st for kindergarten. The waitlist opens the third Wednesday of July and does not roll over from year to year.

Summer Program Enrollment

At the time of the Summer Program enrollment, a KMPS Summer Enrollment Contract must be signed indicating the number of two-week sessions the student will attend. Parents may enroll their current Khalsa students in any or all summer sessions listed on the summer program. Additional extended care is available at an additional cost. Summer enrollment is first come, first served.

No reductions in summer tuition can be made if enrollment changes are made after the submission of the Summer Enrollment Contract. A $200 Summer School Deposit is required for all students. This deposit is deducted from the last summer session's tuition. Any transitioning Primary to Lower Elementary student may allocate their original tuition deposit to cover the $200 summer deposit. Typically, the last summer session is reserved for Lower Elementary Orientation, which gives New-to-Khalsa and transitioning kindergarten-to-1st grade students an

opportunity to gently adjust to their new campus.

Classroom Placement

Classroom placement decisions are made by the Khalsa Montessori classroom Lead Teachers with the goal of creating the best balance of students in each classroom. These decisions are made after student placement assessments and/or classroom Lead Teacher observation. **Classroom placement is NOT a parent selection process.**

Completing the Three-Year Cycle

All parents who enroll their children at KMES should consider the advantage of a long-term commitment to Montessori education, as it is a cumulative program that builds on previous years' experiences and exposure to Montessori materials. A single year of Montessori education is not an effective educational plan. Children should be given the opportunity to complete the educational cycles of the lower elementary and upper elementary programs.

We do not recommend that a student begin a Montessori cycle (Primary, Lower Elementary, or Upper Elementary) if there is no intention of having the student complete all years of that cycle. Over many years of watching students progress through Montessori education, it is clear that students get the greatest benefit by completing all of the Montessori cycles. A child experiencing each cycle builds on their understanding of concepts and understanding of the Montessori materials from the previous level. The conceptual understanding, critical thinking, problem-solving skills, and social awareness grow exponentially at each level.

If a child is not going to complete the full Primary, Lower Elementary and Upper Elementary programs in Montessori, it is best that they leave at the end of a three-year cycle: after Kindergarten, 3rd grade or 6th grade. A child who leaves a three-year cycle in the middle never feels the success of the final-year leadership position and never experiences the culmination of learning in all areas of the curriculum that occurs in the final year. Though a child benefits from every year in Montessori, part of what is taught in the first two years of a cycle is an understanding of materials that will be fully utilized in the child's final year. If they are not planning to continue in a Montessori environment, then this is not always time well spent.

Financial Policy & Payment Plans

Khalsa Montessori Primary School (KMPS) Financial Policy has three Payment Options and an annual Tuition Management Fee. School year tuition payments can be made by paying tuition in one (1) payment, three (3) payments, or ten (10) payments. The annual family fee is $50 and is non-refundable.

Payment due dates are as follows:

- **Full Year Payment** is due at school year registration in July.
- **3 Payment Plan**
    - First payment – due at school year registration in July
    - Second payment – due by November 15th
    - Third payment – due by February 15th
- **10 Payment Plan**

- First Payment – due at school year registration in July
- Additional payments – due on the 10th day of each month September – May.

If payments are made using a credit or debit card, the cardholder will be assessed an additional charge by Blackbaud Tuition, the tuition management company.

Monthly payments are due on the 10th of each month. If they have not been made in full before the 20th of the month, payments will be considered delinquent, at which point Blackbaud Tuition will assess a $60 late fee. Delinquencies over 45 days will result in the withdrawal of your child. No child may enter the summer program or new school year or have their position guaranteed if an outstanding balance remains unpaid. A $20 charge is assessed on all returned tuition checks. Any additional program charges, such as additional extended care, must be paid to KMPS at the time the charge is incurred.

Schedule Change

Two schedule change requests per student are allowed each academic year. Please find the Primary Schedule Change Request Form on the website under Forms & Handouts. We will make every reasonable attempt to accommodate your schedule change request, based on staffing needs. A 20-day notice is required for decision making. It is typically easier to withdraw from programs like AM Care or Extended Care than to add it in at a later date.

Parental Access to Premises

Khalsa parents may enter the Primary campus during the hours school is in session/children are present. Visitors must check in at the front office and provide identification before proceeding to the rest of the campus.

Entrance Gate

Memorize the gate code! Give it only to those trusted few who will be picking up your child. There is a doorbell for those who do not know the code. Please make sure the gate latches behind you when you go in and out.

Arrival & Departure

Sign In/Out Procedure

Upon arriving and departing the school please find your child's attendance sheet in the Message Center Bin & Student Folders, list the exact time, and sign. Valid forms of signature include your **full signature, first initial and full last name, or full first and last name. Initials are not acceptable to the Department of Health Services.** Please inform anyone else who will be picking up or dropping off your child of this procedure. ID and authorization will be verified if the drop-off/pick-up person is unknown to the school staff. **If your child has not been signed in, the school is not legally responsible for your child and you may be charged for 7:30am – 6:00pm enrollment.** Always check for messages clipped to your sign in/out sheet or in your Message Center Student Binder pocket folder when signing in and out.

Primary Morning Procedures

Morning Drop-Off 8:00 – 8:30am

Children are encouraged to arrive at school at 8:00am, **and are expected no later than 8:30am.** If your child has a health or education-related appointment, please email a Lead Teacher in advance. Children will not be admitted into the classroom beyond 8:30am without prior consent from a Lead Teacher. Chronic tardiness during drop-off may result in a written warning or a meeting with the Lead Teacher and/or Associate Director.

The only legal parking before 9:00am on Coronado is both sides of the green curb in front of the school

1. Park in front of the school on either side of the green curb or as far west in the drive through lane as possible. Keep in mind others might be lining up behind you, so only choose the drive through lane parking if you are certain of a quick drop off. If your child needs more time for separation, please park along the curb.
2. Assist your child in exiting the vehicle and walk in the yellow path to the front gate. Sign your child in, using the methods listed above, on their sheet in the Message Center Student Bin.
3. Say a definitive and calm "good bye" at the front gate and allow your child to enter the school themselves.
4. Return to your vehicle and exit carefully onto Coronado. This exit is blind to traffic coming from our neighbor's driveway – please be careful.

If you need to come into school to speak to a teacher or the administration, drop your child off and then park and return. If you need to leave a message, please email kmps@kmschools.org or place a note in your child's folder in the Message Center Student Folders.

Drop-Off Before 8:00am & After 8:30am

1. Park your vehicle in the available parking spaces on either side of the green curb in front of the school.
2. Before 8:00am
    a. Walk your child to the patio and sign them into their Message Center Student Bin Folder in the office. A staff person will be nearby to assist. Please let a teacher

help you if you are having any difficulty with separation. Unless you are staying to observe, we find it better for your child if you allow them some morning transition time to settle into their classroom.

3. After 8:30am
    a. Bring your child to the office. A school staff member will bring your child into the classroom if your child is to be accepted for late arrival. Do not bring students into the classroom or enter through the classroom doors when the class in in progress.
4. Sign and list drop-off times on the Sign In sheets for all children you have transported.
5. Return to your vehicle and exit carefully onto Coronado. This exit is blind to traffic coming from our neighbor's driveway – please be careful.

Primary Pick-Up Procedures

School departure times are:

- 12:30pm for Half Day Care
- 3:00pm for Full Day Care
- 4:30pm for Partial Extended Care
- 6:00pm for Full Extended Care

Chronic late pick-up may result in one written warning (for new parents), a fine, and/or a meeting.

You must inform the office if a non-parent will be picking up your child. If you have not informed the school, you will be called before the child is released, even if the person picking up the child is designated on the Emergency, Immunization & Information card. No child will be released to a non-parent if authorization has not been communicated directly to the office. Please make sure that you inform anyone picking up your child of the following Khalsa School pick-up procedures:

Afternoon Pick-Up

- From 2:50 – 3:10pm
    - Use the pick-up service by pulling your car as far forward (west) as possible. Please remain in your car. Staff members will help your child come to your car in the driveway. If you need to speak to a teacher or find an item with your child please park and walk into the building. You must pick up your child on time or they will be taken to the backyard and a late fee will be charged.
- After 3:10pm
    - Come to the backyard or to the office and inform a staff member which student you are picking up.
    - Ask the child to gather any items (i.e. lunch box, coat, water bottle) that need to be taken home.
    - Sign out the child in the Message Center Student Bin.

Late Pick-Up Policy

Students should be picked up promptly from school at the end of the school day. The school provides for a **10 minute grace period** at the end of the school day for student pick-up. The school asks parents, guardians, and caregivers to be mindful of the extra burden placed on the school staff when students need to be supervised after the grace period. **If you know you are going to be late, please call.** Children regularly leaving at 3:00pm will be waiting for your arrival, so please let us know if you will be arriving late.

Children not picked up within the 10-minute grace period will be signed into Primary Extended Care, the Primary campus after-school care program. Please review the *Restricted Drop-Off/ Pick-Up Policy* for additional charges & details.

Late Arrival & Early Pick-Up

If your child arrives late or is picked up early for any reason, including leaving and returning during the day for appointments, etc. you must sign your child out and then in upon your return. Please inform the school in advance whenever possible.

Primary Extended Care (AM and After School Care)

Vacation Care Program

KMPS offers on-site Vacation Care for half-day and full-day In-Service days, Parent-Teacher Conference days, one week of the two-week winter break, and spring break. Vacation Care is available in two tier levels:

- Partial Vacation Care includes all 11:30 early release days, In-Service days, and Parent-Teacher Conference days.
- Full Vacation Care includes all 11:30 early release days, In-Service days, Parent-Teacher Conference days, one week of the two-week winter break, and spring break.

No programs are offered on national holidays, the half-day before Thanksgiving and winter break, the closed week during winter vacation, and the school set-up weeks in August. Calendar information is available on the school website and in each campus front office.

Early Release

All early release days end at 11:30 am. The one exception is the Wednesday before Thanksgiving, which ends at 12:30 pm.

Kindergarten students follow the KMES Charter School Yearly calendar. On 11:30am release days, the tuition-free Charter Kindergarten class is moved to the morning (8:30 – 11:30am). Students who normally come afternoon only should come at 8:30am on these days.

Parking

Please park on the outside of the green curb. Never park in the teachers' spots before or during school. **Never ever leave your car in the drive through.** This continues to create problems for staff members and other parents and is a Phoenix Fire Department safety issue. Never park in the adjacent businesses in the area. You will be ticketed or towed at your expense.

Restricted Drop-Off/ Pick-Up Policy

Morning Drop-Off

Regular morning drop-off time for students not enrolled in AM Care is between 8:00 - 8:30 am.

The school plans staff coverage based on AM Care enrollment. Students who are not enrolled in AM Care are not permitted to arrive at the school before 8:00 am. AM Care is a paid service that allows students to be dropped off between 7:30 - 8:00 am.

Afternoon Pick-Up

Students should be picked up promptly from school at the end of the day. The school provides a 10-minute grace period for student pick-up at the end of the regular school day. The school asks parents, guardians, and caregivers to be mindful of the extra burden placed on the school staff by unplanned student supervision. In case of an unforeseen change in your pick-up time, please call the office.
Any changes to the pick-up list on the student's Emergency/Immunization info Card (Blue Card) must be approved through written authorization before the child leaves the school grounds. Khalsa Montessori School reserves the right to not release a student until confirmation from parent/guardian is received and/or identification of the person picking up is provided.

Regular Full Day school dismissal is:
Toddler Half Day - 12:30 pm
Primary Half Day - 12:30 pm

Toddler Full Day - 3:00 pm
Primary Full Day - 3:00 pm
Grace period for regular school days: 10 minutes

Early Release school dismissal is:
Wednesday before Thanksgiving - 12:30 pm
All Other Early Release Days - 11:30 am
Grace period for early release days: 20 minutes

Emergency Care Fees:

Students not picked up within the grace period for student pick-up at the end of the school day or any other scheduled activity such as extra-curricular classes will be signed into Emergency Care provided by Extended Care.
Parents who utilize emergency care will be billed.

Late pick-up fees are:
Within the grace period after school dismissal = no charge
1 - 10 minutes after the grace period or Extended Care allotment = $10
11 - 20 minutes after the grace period or Extended Care allotment = additional $15
21+ minutes after the grace period or Extended Care allotment = additional $15 every 10 minutes
Any child picked up after 6:00 pm = $10/minute
Fees will be charged in Blackbaud where appropriate and added to next month’s billing.
Parents with a balance due past 10 days will be assessed a late fee.

Students enrolled in Extended Care are to be picked up no later than 6:00 pm. At 6:00 pm, when Extended Care closes for business, a late fee of $10.00 per minute will be charged until the student is picked up. Additionally, the AZ Department of Economic Security recommendation for reporting neglect of an unsupervised minor will be followed.

The Primary Program

Daily Schedule

AM Care	7:30 – 8:00am
Morning Car-Line Drop Off & Recess	8:00 – 8:30am
Morning Work Cycle	**8:30 – 11:30am**
Handwashing and Transition to Classrooms	8:30 – 8:45am
Circle Time	8:45 – 9:00am
Lunch	**11:00 – 12:00pm**
Recess	12:00 – 12:30pm
Half-Day Arrivals	12:15 – 12:30pm
Early Pick Up	12:20 – 12:30pm
Nap	12:30 – 2:15pm
Afternoon Work Cycle	**12:30 – 2:30pm**
Afternoon Car-Line Pick Up	3:00 – 3:10pm
Extended Care*	3:00 – 6:00pm

Schedule is an approximation and may vary slightly depending on the day, class, special activities, etc.

*Extended Care/Vacation Care is only for those families who are enrolled.

Personal Belongings/Toys

There are so many wonderful activities awaiting your child in the Primary classroom that toys from home are simply unwanted distractions. Please do not bring any toys from home into the environment because in addition to causing power struggles between children, items may get damaged or lost. Sunglasses and jewelry (with the exception of amber teething necklaces) are also discouraged for similar reasons.

School Supplies

Here are a list of items **to bring** to school:

- 1 water bottle
- 1 insulated lunch box – lunch boxes are stored outside
- 1 snack
- Fitted sheet & lightweight blanket (if your child naps at school)
    - Please bring these items to school with you on Monday. They will stay at school all week and be returned to your child's cubby on Friday. Please launder these items over the weekend and return them to school each Monday.
- Book Corners/Show and Tell – Nature books and items of educational interest may be shared during specific activities. Please contact your child's teacher for appropriate days or times. Inappropriate items can be reclaimed at the office at the end of the day.

Here are a list of items **not to bring** to school:

- Food and/or drinks that require refrigeration
- Toys from home
- Jewelry (exception: amber teething necklaces)

- Money, coins, or any valuable that could get lost
- Items your child can't open themselves (lunch boxes, water bottles, food containers, etc.)
- Uncut food that could be a choking hazard (grapes, hot dogs, cherries, olives – always pre-cut if packing these items)
- Flip-flops, platform shoes of any kind, heeled cowboy boots or high heels. Gross motor activities are enjoyed and experienced in shoes that are easy to move in and offer support, like running shoes or sturdy closed shoes. Sandals with a back heel strap are acceptable, as long as they child can move easily
- Clothing with complicated openings (especially difficult to manage for toilet learners)
- Food to share with classmates (exception: birthdays)
- Adult-size pillows and/or blankets – they will be too large for our nap mats
- Any clothing, backpacks, and lunchboxes that depict characters that may distract your child and others from working in the Primary environment

Food

Khalsa Montessori School believes strongly in the importance of a well-balanced diet for every child. Lunches are brought from home and should be placed on the appropriate shelf. Please include a reusable ice pack every day in your child's lunch. We encourage you to pack a lunch that can be eaten in any particular order; meaning, **do not** include "dessert" items. Lunches **may not** contain soda, candy, or chocolate. Items with high sugar content may also be returned to home. Check the ingredients list. If sugar is within the top three ingredients, do not send it for school lunch.

Celebrations

The Khalsa community values cultural diversity in the classroom and the world at large. In the Primary Program, we create an environment of acceptance and interest in the holidays and celebrations of each family. We acknowledge major holidays as they occur in the calendar (and as children's interest dictates) through books, songs, and multi-cultural objects, but we do not celebrate holidays in the classroom. For example, we might taste Irish soda bread for St. Patrick's Day or show an example of a menorah for Chanukah, but no celebration or cultural preference is given.

Birthdays

If your child's birthday occurs during the school week, parents may attend a Birthday Circle time on the special day. Please bring one picture per year of your child with you that day. These pictures will be used during the Birthday Circle to illustrate just how big your child has become! You are welcome to provide a special snack (generally fruit or sugar-free muffins) for your child and the class to enjoy. **Please speak with the Lead Teacher one week prior to the birthday to discuss logistics and any possible food allergies.** The entire Birthday Circle and snack will take less than one hour. Additionally, teachers do not distribute birthday or holiday cards amongst families. If you wish to invite your child's classmates to a party, please utilize the Parent Directory for this purpose.

Dress Code Policy

At Khalsa Montessori, our approach to dress reflects our commitment to the whole child, respect

for movement, independence, safety, and the cultivation of internal discipline and body-positive awareness. Our school serves children ages 18 months to 12 years, and our dress code policy aligns with the Montessori principle of supporting each developmental plane, while also complying with Arizona charter school expectations.

This policy is not about appearance, fashion, or gender. It is about preparing children for freedom within limits, reality-based choices, and a learning environment that honors peace, dignity, and respect.

General Principles (All Ages)

All clothing worn at school must:

- Allow for safe movement and unrestricted participation in all indoor and outdoor activities.
- Support the child's ability to care for themselves independently (toileting, dressing, cleaning up).
- Avoid distracting the child or others.
- Be free of media characters, commercial branding, or violent/fantasy imagery.
- Reflect the reality-based, natural, and peaceful values of our learning environment.
- Avoid language or graphics that reference popular culture, sarcasm, or adult humor.
- Be clean, weather-appropriate, and well-fitting (not too tight or oversized).

Dress Code by Age Group: Primary (3 – 6 years)

Developmental Focus: Practical life, self-care, movement, and imagination rooted in reality.

Requirements:

- Clothing must allow for a full range of movement—sitting on the floor, crouching, climbing, carrying materials.
- Dresses and skirts must have shorts or leggings underneath for free movement and modesty during floor work.
- Shoes must be closed-toe and secured. No sandals, cowboy boots, heels, Crocs, or light-up shoes, or any other footwear that limit movement or compromise safety.
- No accessories that may present a choking hazard (long necklaces, scarves, dangling jewelry).
- No fantasy, video game, superhero, princess, or character-themed outfits.
- Children should be able to manage their clothing independently for toileting and dressing.

"The first essential for the child's development is concentration. The child who concentrates is immensely happy." -Maria Montessori.

Additional Guidelines

- Outdoor Gear: Students must bring appropriate jackets, hats, and shoes based on the weather. We believe in time outdoors year-round.
- Physical Education: On days with P.E., children must wear clothing and shoes that support movement and safety.
- Special Dress Days (spirit days, celebrations, etc.): Students may dress up within the general guidelines of safety, function, and respect for the Montessori environment. (E.g., no weapons or fantasy characters.)

Supporting Body Image without Policing

We are committed to helping children build positive relationships with their bodies. Our approach does not shame or single out students, but instead:

- Creates predictable boundaries that protect safety and focus.
- Encourages conversation around dignity, peace, and self-respect.
- Avoids gender-based enforcement or expectations.
- Supports Montessori's sensitive period for social awareness (6–12) by modeling respectful, inclusive norms.

We do not enforce this policy by punishing or embarrassing students. Instead, if a child comes to school dressed in a way that disrupts their ability to participate or learn safely, we will speak privately with the family to collaborate on solutions.

- Students may be asked to turn shirts inside out

For Families
We understand that clothing choices are deeply personal, cultural, and financial. If your family needs support in accessing appropriate clothing or if you have concerns about specific aspects of this policy, please reach out to your child's teacher or the administration. We are here to help.

Final Words
Our dress code is not about uniformity. It is about unity—creating a shared, respectful, and peaceful space where all children are free to grow, move, and belong. This dress code supports an external simplicity and avoids unnecessary comparisons and distractions.

The Kindergarten Program

Pre-Kindergarten to Kindergarten Transition

Any child who is 5 years of age before September 1st of a given school year is eligible for placement as a Charter Kindergarten student. Khalsa Montessori Elementary School (charter) contracts Kindergarten education to Khalsa Montessori Primary School (private). Khalsa Montessori offers half-day (12:30 – 3:00pm) Charter Kindergarten at no charge. KMPS offers morning Kindergarten (8:30am – 12:30pm) at a cost. Please see the Kindergarten Tuition Rates on our website for the current rates. To best meet the needs of Kindergarten students, we strongly recommend that Kindergarteners attend school for a full day (8:30am – 3:00pm).

Kindergarten & the Primary Classroom

In the Kindergarten/Primary final year, a Khalsa student who has been a student in the Primary school will continue in the same multi-aged classroom. They will be in a position to be one of the leaders of the Primary classroom and to master the more advanced Montessori Primary materials. The Kindergarten/Primary final year is when the Primary teachers will prepare each student for the step to Lower Elementary. The afternoon class is essential to this preparation and the student's education. It is when more emphasis is placed on advanced language and mathematics materials. The Kindergarten/Primary final year preparation may also include visits to the Khalsa Elementary campus, more opportunities for responsibility and independence, more pencil and paper work, "required" work, work plans, and homework. Ask your child's teacher if you have any questions about the Kindergarten curriculum.

Transition to KMES Lower Elementary

Kindergarten students who are eligible to progress to Lower Elementary in the coming year will visit the Elementary school campus several times during the year to help with their transition. Once placed for the coming school year, they will visit their future Lower Elementary classroom during April or May. They will also experience the Elementary Science Fair in May.

State Standards

The Department of Education has developed state standards for Kindergarten students. Our teachers are aware of these standards and strive to have every student meet and exceed them. The school has on file documentation linking the Montessori Primary materials to the state Kindergarten standards. The state does not mandate tests for Kindergarten students. The AASA test is currently required for all students 3rd grade and over.

Discipline and Social Development

KMPS Discipline Policy

At Khalsa School, we trust in the goodness of each child. The Montessori classroom provides an environment where children can be responsible and conscientious caretakers for each other and their world. As the children grow together and learn to function as an effective community, the adults provide the necessary limits and guidelines.

The freedoms in the Montessori classroom are not entitlements. They are rights and privileges, i.e. following directions, rules, and expectations, listening respectfully to others, and working with others that are connected to responsibilities. Children who misuse freedom will see it restricted in the classroom or on the playground. Independent, self-directed children are the Montessori ideal. Children who are still dependent and require direction from adults will see more adult controls.

All behavior is an attempt to get needs met. Children sometimes choose helpful, successful strategies, and sometimes choose strategies that are harmful or disruptive as they attempt to meet their needs. Discipline is a process of learning strategies for getting our own needs met while recognizing and respecting the needs of the whole community and the other individuals with whom we share our world. *Positive/Conscious Discipline* is an approach to teaching these strategies without the use of shame, blame, guilt, or physical punishment. Instead, *Positive/Conscious Discipline* utilizes these learning tools:

The Prepared Environment. The Montessori classroom is set up to meet the needs of the whole child. Opportunities for movement and activity, social interaction, emotional safety and support, and academic challenge are available. When needs are met, when children feel fulfilled, they are less likely to act out.

Clear and Consistent Expectations and Limits. We find ways to be proactive by creating situations to bring out the best in the children. Our prepared environment includes positive expectations and a program structured to prevent many discipline problems from developing. We provide training and practice for a minimal number of consistent and logical ground rules,

which the children can follow successfully. These include being careful and responsible in their actions towards themselves, each other, and their environment.

Choices. Although they cannot control all the events that happen in their day, the children are empowered to choose how they will respond. The choices they make will determine the outcome for themselves and others. Children are always given the opportunity to choose to stop or change a behavior that is not supporting the well-being of the community.

Clear and Consistent Consequences. Children who clearly understand limits and consistent consequences are much more likely to assume responsibility for their actions. These consequences may include redirecting to another activity, calming down in a quiet area, removal from the classroom, attending a problem-solving meeting, or other strategies. We believe that the most appropriate disciplinary action taken by school officials is the least extreme measure that will resolve the problem. The goal of a consequence is not to make children suffer for their mistakes but to help them find a way to make amends, repair the damage, and learn more effective strategies for meeting their needs.

Compassionate Communication. We encourage empathic listening and speech. The goal of communication is to listen to each other and understand the underlying feelings and needs. It is a solution-oriented conversation. Rather than dwelling on what has happened, we focus on what we need now. Empathy and understanding are helpful in preventing problems and responding to them.

When students do not participate in solving problems or problems become repetitive, we will ask for the help and support of parents. We have identified three tiers, or stages of disciplinary action:

Tier I: *Positive/Conscious Discipline* strategies are applied in the classroom.
a. The child is reminded and counseled by the teacher. The child may be asked to leave the class temporarily or go to the office.
b. If the behavior continues or is repeated, the child or teacher will write/email a note or call the parents. Written communication will be signed or acknowledged by email by the parents and returned/answered the next day.

Tier II: A Parent/Teacher meeting is scheduled. Administration may also attend. A behavior plan of action will be written, including strategies for both home and school. Once this process has begun, there will be follow-up meetings or emails to assess progress.

Tier III: The parents will be called and the child will be sent home. A parent-teacher meeting will be required before the student can return to school. A behavior intervention plan will replace the previous behavior plan of action. Repeated behaviors of students who are 7 years old and older who do not respond to this intervention process will result in suspension or possible expulsion as described in the **KMES Behavior Report Policy**.

Implementation of these levels will vary depending on the age group, and the frequency or intensity of the behavior. (A first-time event may be considered at Tier III if the student's age, intensity, or lack of cooperation requires this response.) Children who do not respond to school

or outside professional intervention may require another environment to meet their needs.

We reserve the right to automatically suspend or expel a child at our discretion if we determine there is a threat to the security or safety of the school or any child or adult, or a threat to the functioning of the learning environment.

Unlawful conduct such as weapons offenses, illegal substance offenses, alcohol and tobacco offenses, or other unlawful activities will result in immediate expulsion.

Please also review the following description of behavioral expectations.

Positive Expectations of Behavior

We believe that all students are capable of being positive, contributing members of the classroom and school community.

There are three basic rules in a Montessori classroom:
Respect Yourself
Respect Your Environment
Respect Others

Here are some of the suggestions our students have offered to follow these rules and make a positive contribution:

Respect Yourself	Respect Your Environment	Respect Others
Set goals that are possible	Keep your work area clean	Listen carefully
Take care of your responsibilities	Keep your workspace neat	Be accepting of others
Follow directions	Use materials properly	Be gentle
Listen carefully	Put materials away	Use a calm voice
Be calm	Recycle	Keep your body to yourself
Watch where you're going	Throw trash in the trash can	Be polite to peers and adults
Stay organized	Do your jobs thoroughly	Help others
Use your time wisely	Close doors gently	Model positive, helpful behaviors
Keep your appearance nice	Push in chairs	Follow classroom signals for attention
Eat healthy food	Move safely	Let people have privacy
Get enough sleep	Take responsibility for your belongings	Stop gossip
Stay drug-free	Work quietly	Encourage others
Tell the truth	Follow playground rules	Compliment others
Stand up for yourself	Conserve supplies, such as paper	Tell the truth
Be a good friend		Treat others the way they want to be treated
Make peace		Share
		Ask nicely
		Stand up for others

Kindergarten students are subject to the KMES Charter Discipline Policies. Please review them in the KMS Elementary Handbook on our website.

Problematic Behaviors

Sometimes a student will behave in inappropriate ways that require an immediate consequence in addition to the ongoing *Positive/Conscious Discipline*. For example, a student who misbehaves on a field trip will not go on the next field trip. Here are some examples of inappropriate behavior:

DISRESPECTFUL BEHAVIORS:	UNACCEPTABLE BEHAVIORS:	DANGEROUS BEHAVIORS:
Interruption of presentations Inappropriate interaction with others Use of inappropriate or foul language Invasion of privacy Abuse of property Chronic disruption of others Impolite interaction with others Not following school rules Pattern of: Homework not done Supplies/work not at school Work not completed	Intentional failure to follow directions Dishonesty, lying, cheating Negligence which could result in an injury Insubordination or substantial disruption Plagiarism Theft, damage, or vandalism of item or property	Physical abuse toward an individual Verbal abuse toward an individual Deliberate violation of or failure to follow safety rules Discrimination or sexual harassment Inappropriate interaction with dangerous or prohibited substances

Consequences will be logical responses to the situation and may include communication between the student, teacher, parent and/or administrator. Opportunities to make amends will be encouraged when appropriate.

When behaviors are disrespectful, unacceptable, or dangerous as listed above, the response will include restorative practices that seek to make amends and restore trust between the parties involved.

Sample Primary Behavior Report

BEHAVIOR REPORT

KHALSA MONTESSORI PRIMARY SCHOOL

Date: _____ Student Name: _____

Reporting Staff Member Name and Title: _____

Rating Scale	
A	Behavior occurs but is resolved with one-on-one staff redirection.
B	Behavior occurs three or more times during a school day.
C	Behavior occurs three or more times per hour.
D	Behavior occurs with such frequency per hour that child must leave environment.

☐ Danger to Self (head banging, hitting self, biting etc.) _____

☐ Danger to Others _____

☐ Hitting/Shoving/Physical event _____

☐ Violent Play _____

☐ Kicking _____

☐ Biting _____

☐ Screaming/Extreme crying _____

☐ Throwing Materials/Playground Objects _____

☐ Defiance/Refusal to follow directions/Requests _____

☐ Disruption of class/Excessive need for attention _____

☐ Foul Language _____

☐ Other _____

_____

Parent signature(s) _____ _____

(Parental signature and review required to return to school on the next school day)

Report Sent to: _____ _____

_____ _____

Conditional Enrollment in Tuition-Based Programs

Khalsa Montessori's tuition-based programs, including the private preschool program, AM care, and Extended Care, follow the school's Discipline Policy. While the same Discipline Policy is used throughout the school, enrollment in tuition-based programs is a voluntary service offered separately from the charter instructional program.

The safety and well-being of all students and staff are the school's highest priority. If a student's behavior significantly compromises the safety of the student, other students, or staff, or substantially disrupts the learning environment, the school may determine that it is unable to safely or appropriately serve the student within a tuition-based program.

When appropriate, the school may implement interventions, behavior supports, or meet with the family before deciding on continued enrollment. However, the school reserves the right to discontinue or deny enrollment in any tuition-based program at any time if it determines that the student's needs exceed the level of supervision, staffing, or services that the tuition-based program can reasonably provide, or if continued enrollment would compromise the health, safety, or well-being of the student, other students, or staff.

This determination will be made at the school's sole discretion, after considering the student's individual circumstances and the program's needs. This policy applies only to Khalsa Montessori's tuition-based programs.

Applicability of the Discipline Policy

Khalsa Montessori School maintains consistent expectations for student conduct across all school programs. Because Khalsa Montessori operates both a public charter program and private tuition-based programs, the **Discipline Policy is administered separately within each program.**

Charter School Program

The Discipline Policy applies only during the charter instructional day.

- **Elementary:** 8:00 a.m. – 3:00 p.m.
- **Kindergarten Charter Program:** 12:15 p.m. – 3:00 p.m.

During these hours, students are subject to the Charter School **Discipline Policy**, including the associated point system. Any discipline points and resulting consequences apply only to incidents that occur during the charter instructional day.

Tuition-Based Program

Students enrolled in Khalsa Montessori's tuition-based programs, including AM care, Preschool or Kindergarten tuition-based hours, and Extended Care, are expected to comply with the same Discipline Policy.

Although the same Discipline Policy is followed, discipline points earned during tuition-based program hours are kept separate from those earned during the charter instructional day. Points earned in one program do not carry over to, or combine with, points earned in the other program.

For example, if a student receives discipline points during the charter instructional day and later receives additional discipline points during the tuition-based program, each program maintains its own disciplinary record. Consequences are determined solely by the points accumulated in that specific program.

Maintaining separate discipline records reflects the distinction between the public charter instructional program and the private tuition-based programs, while ensuring consistent expectations for student conduct throughout all Khalsa Montessori programs.

KMS Primary Grievance Procedure

1. Bring your concerns to the attention of the involved Classroom Lead Teacher, Primary Extended Care Coordinator, or Administrative Staff. The school staff will schedule a meeting as soon as possible.
2. If you continue to have questions or concerns, bring these to the Associate Director. The school staff will schedule a meeting as soon as possible. The Associate Director may request that the teachers or staff involved also attend the meeting.
3. If you continue to feel that the Classroom Lead Teacher, Staff, and Associate Director have not resolved the concern, bring your concern to the School Director. Call the main school line at 602.252.3759 and the school staff at the Elementary School will schedule a meeting as soon as possible. The Director may request that the teachers or staff involved and/or the Associate Director also attend the meeting.

KMS Charter Grievance Procedure

The afternoon Kindergarten program is a Charter program; therefore, it is overseen by the Khalsa Montessori Elementary School Board of Directors. Parents with concerns should follow the KMS Grievance Procedures as outlined in the Communication section of the KMS Elementary Handbook on our website.

KMS Absence Policy & Attendance

Attendance is important for your child's education. Children who miss a large number of days in a Montessori Kindergarten classroom do not make the progress of regularly attending students. Khalsa Montessori School has established a minimum standard for attendance necessary for a student to complete one year of academic work. Excessive school year absences will result in the student spending an extra year to complete the academic cycle.

Students with 25 or more absences per year will need an extra year in their current environment to complete the work missed due to days tardy or absent. Kindergarten attendance also affects the school's budget. The State of Arizona bases what it pays Khalsa on student attendance. If the absence rate for the charter afternoon class is too high, the state will reduce the per-student allocation paid to Khalsa. Additionally, the State of Arizona requires schools to withdraw any student who has 10 consecutive days of unexcused absence.

You must call or email the school before 8:30am if your child will not be attending school. The state requires documentation of the reason for every absence. If you do not call or email the school, the office staff is required to contact you.

Health, Outdoors, and Accidents

Please help us protect all children by NOT sending your children to school if they are ill. Any children who have a fever or are sick in any way will be sent home. If your child is taking prescription medication, you must supply a written statement from your doctor indicating that your child is not contagious. School health questions will be resolved in coordination with the State Health Department and local health professionals.

Children should be kept home and/or will be sent home from school when they have any of the following symptoms:

- **Unexplained change in activity level –** decreased activity, increased irritability, restlessness.
- **Fever of 100˚ axillary (under the arm) –** if other signs or symptoms of illness are present (e.g. diarrhea, rash, earache, sore throat).
- **Fever of 101˚ axillary (under the arm) or greater –** even if no other signs and symptoms present.
- **Eyes –** Red and inflamed; yellow or green discharge.
- **Ears* –** Discharge; child complains of ear pain if associated with any other symptoms.
- **Mouth & Throat –** Coughing, hoarseness, sore throat, sores on lips or inside mouth.
- **Nose –** Thick green mucus from the nose; constantly running mucus with other symptoms.
- **Painful Swollen Glands**
- **Skin –** Sores that are open, infected or not easily covered; Pale, clammy, flushed, new rash or impetigo sores.
- **Gastrointestinal –** Vomiting (more than twice in 24 hours); Diarrhea* especially

associated with fever; decreased appetite if associated with any other symptoms.

- **Mood –** Unusual mood or behavior that will make it difficult for staff to care for other children in the program.
- ***Teething is NOT an acceptable explanation for these conditions.** Exclude as if teething were not taking place.

If your child has any of these symptoms please see your pediatrician and let us know their findings. Please also consult your physician if your child is exposed to contagious diseases such as COVID-19, chicken pox, or hepatitis. If your child is sick or will be absent for any reason, please call the school before 8:30am.

If your child has any of these symptoms because of allergies, have your pediatrician let us know that your child is not contagious. Before returning to school, your child must be without a fever, symptoms, and medication for a complete school day.

Medication

We will give out medicine only if the medicine must be administered 3 or more times a day. In this case, be sure that:

1. The bottle is labeled with your child's name and in original packaging.
2. A Medication Consent form is completed.
3. These items are given to the Office (not a teacher).
4. You supply your doctor's written statement as indicated in "Health" above.

No medication will be given if these procedures are not followed. Medication placed in a child's lunch box is a potential health hazard.

Excessive Heat Policy

During school days when the Arizona Department of Health Services or the National Weather Service provides public releases regarding a Heat Advisory, the following procedures will be used for that day:

1. An excessive heat warning sign will be posted for all staff and families to see.
2. Lead teachers and assistants of all classrooms will remind students about the unusually hot temperature for the day and encourage students to take frequent breaks and drink water throughout the day.
3. During outdoor time, assistants will monitor any changes in student conditions resulting from heat. Students will be encouraged to stay in shaded areas and drink water frequently. Students displaying initial signs of heat illness will be told to go indoors to the classroom. Outdoor time will be limited.

Accident & Emergency Procedures

For non-emergency cuts and bruises, an Incident Report Form is completed and shared through Transparent Classroom for the parent. For head injuries or anything of a more serious nature, the parent will receive a phone call. 911 will be called if appropriate along with parent notification.

Primary Parent Communication

Message Center & Website Communication

The Message Center is our on-campus communication center. Daily messages will be written on the message board and parent notes will be placed in your folder in the Sign-in/out Folders. **Check your message folder every day and read the outdoor message board as you drive by.**
Messages on the Message Board are to be written only by the Primary School Administration. Notices placed on the school bulletin boards, or in the Sign-in/out Binders, must be approved by the on-site coordinator or School Director.
The KMS website has all of the most current Khalsa School information and school-wide communications. Current handbooks, education position papers, staff biographies, newsletters, and other school communications and information are available on the website.

You are responsible for keeping up to date with school and teacher communications. Please call the office if you have any questions or concerns.

Office Communications

Use the parent lines for direct communication to your child's campus.

- Primary Main School Office Line: 602-252-2275
- Primary After School Email: pec@kmschools.org
- Toddler School Email: kmps@kmschools.org
    - Please use this email to communicate any absences or change in pick-up/drop off schedule, as well as any questions that don't require an immediate response.

Khalsa Montessori School Parent Handbook

The most updated version of the Handbook is always in the Parent Section on the school website (www.khalsamontessori.org). KMS now uses the website for all current policies and procedures. We will no longer give out new KMS Parent Handbooks nor will we produce updates each year. Please ask the office if you need a new hardcopy of the handbook.

Regular Newsletters and Notices

Approximately five times per school year, parents will be emailed a notice that the Khalsa newsletter is available on the website and given a direct link. Hard copies of the newsletter will

be available at the Message Center. Newsletters contain important information from teachers, the Administration, and the PTO as well as information of educational interest, and a calendar of events for the upcoming month(s). Notices and Flyers for special activities will also be provided several days before the event as hardcopy and as an email message or through Transparent Classroom.

Parent Meetings, Conferences, Participation, & Observations

Parent involvement is an integral part of the Khalsa Montessori School program. It is important to you, and your child, that you are an active participant in the “other half” of your child’s world. It is also a great way to feel a part of the Khalsa family.
The All Parent Evening in July, Goal Setting Meetings, and Introductions to Program Levels, occur once per year. Parent-teacher conferences are scheduled throughout the school year. These parent events are designed to inform parents of the progress of their child’s education and upcoming transitions as well as to discuss topics of interest to parents. Dates will be announced via email and in the newsletter. For you and your child’s benefit, the All Parent Evening is essential!

Meetings with Teachers

By emailing or calling the office, arrangements can be made for a Zoom meeting or a telephone call with your child’s teacher. If you have any questions or concerns, please email, make an appointment, or call.

Parent-Teacher Conferences

Parent-Teacher Conferences are scheduled twice a year in November and May. Goal Setting meetings are scheduled in mid-September. Khalsa School policy is that both parents attend the same parent-teacher conference. Regardless of marital status, both parents are still partners in parenting their child. It is even more important in dual households that everyone is on the same page. Conferences are for sharing observations between home and school and answering questions. It is important for everyone to have the same information and be able to collaborate together for the sake of the child. This is why we’ve established the school policy that we do not separate parent-teacher conferences for dual household families.

Parent Participation

We strongly encourage you to come to parents’ evenings and other special events at the school. We also encourage you to attend the Holiday Program in December, school picnics, open houses, PTO events, and the End of the Year program on the last day of school. Come and enjoy the company of the Khalsa family!
Parents are an essential part of the school community, and parent participation hours reflect twenty mandatory hours of your school commitment. There are many different ways in which you can contribute. The major areas of participation are:

- **Special Classes.** Many parents enjoy sharing their areas of expertise and knowledge with the children. Foreign countries and cultures, special programs, gardening, arts, occupations, and holidays are some of the ways that a parent can add to the children’s experience and understanding of the world.
- **Parent Volunteer.** The Primary & Toddler classrooms utilize Sign-up Genius for various

volunteer activities throughout the school year.

- **Fundraising.** The PTO actively organizes a variety of fundraising (spring carnival, etc.). The success of these events has come from the support of all parents.
- **Project Making and Donations.** Making Montessori projects at your home is a very important way in which parents help our classes grow. Ask your child's teacher for ideas. Also take a look each month at the "Classroom Needs" in the Khalsa News. Donating needed items helps the teachers spend their monthly classroom budget on other items.
- **The Khalsa Parent Teacher Organization.** Every parent of the Khalsa Montessori School is encouraged to join the association. The Parent Teacher Organization meets monthly to overview the development of the school, to plan fundraisers, and to discuss parental suggestions and concerns. Join in!

Classroom Observations

Parent observations of the classroom are offered once the children have achieved **normalization.** The timeframe for this is late October/November. Please contact the Toddler or Primary Campus Coordinator to make an appointment. When you arrive for your appointment, you will be given level-specific observation guidelines.

At all times, please respect the following "Observation Guidelines" when coming into the classroom to observe.

- **Please observe from a visitor's chair.** We've found that visitors are less distracting to the children if they are sitting down, rather than walking around or "hovering." If you want to see a different part of the room, please feel free to move your chair there. If you have scheduled an observation in more than one classroom for the same day, let the office know when you are ready and the office staff will take you in to make introductions.
- **Please encourage children to continue with their normal activity.** If you want to see what the school is usually like, then it's important to minimize the effects of your own presence! If someone stops to talk, say "hello", then explain that you came to watch the children. If someone asks you for help, suggest that they ask the teacher.
- **Please stay long enough to receive a real impression.** We feel that a half hour is about the minimum time possible for absorbing an adequate picture of Montessori classroom life; an hour is better; and all morning is best. After your observation period, the teacher may be able to take a short time to talk with you, or we can set up another time for you to meet with them.

Legal Notifications

Transportation

Khalsa Montessori School does not provide transportation for Primary students. All special events and field trips occur on campus. There are no field trips organized until children begin in the charter school.

Khalsa Montessori School does not provide transportation to and from school. When field trips are taken, the school follows the regulations as designated in the Department of Health Services manual (R9-5-522). Vehicles shall be in mechanically safe condition with adequate heating and cooling. All children must be in securely fastened individual seat belts and no adult or child shall sit or stand on the floor. No child shall be allowed to open and close the doors of the vehicle. A safe vehicle loading and unloading zone shall be provided. Vehicle doors shall always be locked during driving and children shall never be left unattended in the vehicle. A first aid kit, list of children transported, and child emergency records shall accompany all trips. All drivers must be over 18 years of age with valid driver's licenses. The school shall maintain motor vehicle insurance coverage as required by DHS.

Pesticide Notice

Khalsa Montessori Primary School may contract with Truly Nolan an appropriate company to apply pesticide(s) on school property. To the extent the school applies certain pesticides, the school will provide a notice 48 hours prior to application and posted on the information bulletin board, prior to using these pesticides. In certain emergency use situations (i.e. wasps, ants, bees), a pesticide may be used without notification. Additional information regarding what pesticides are used, the schedule of application, and the long-term health effects of the class of pesticides on children can be requested by contracting the Site Coordinator at the Primary School at 602-252-2275.

Licensing

The Khalsa Montessori School – Primary campus is licensed and regulated by the Arizona Department of Health Services, 150 N. 18th Ave., Suite 400, Phoenix, AZ 85007. Their telephone number is 602-264-2539. Site inspections are available on the AZDHS website or in our office upon request.

Liability Insurance

The school is fully insured for liability as required by the Arizona Department of Health Services (R9-5-308) and documentation of such is available for review upon request.

Annual Disclosure: FERPA

At School Year Registration, you received the KMS Annual FERPA Disclosure form. This form describes your right to legal access to your child's student records. It also indicates the school policy on releasing school directory information. As written in this notice, you have two weeks after the receipt of the notice to inform the school if you do not want your directory information released. You also complete a KMS Public Consent form that gives your permission for student pictures, performances, or art/work to be posted on the website, social media platforms, newsletter, or yearbook.

KMS Board of Directors

The KMS Board of Directors is the governing board for the KMS Charter School. View our website to see our Board Members. Any changes in Board Members or positions will be announced in the Khalsa Newsletter.
The Board meets monthly. Meeting announcements, agendas, and minutes are posted on the bulletin board in the downstairs office hallway as well as the website. The Board was designed to approve major decisions such as budgets, enrollment changes, staff, and policy decisions. It is not involved with day to day management. The Board may provide a final review of issues that parents feel have not been resolved by the school staff or administration. To put an item on the KMS Board of Directors agenda, ask a Board member at least 72 hours before the next Board meeting.

Khalsa Education Position Papers

See the Khalsa Montessori Education Position Paper link in the parent section of the website for the KMS educational philosophy and policies regarding student consequences, spending an extra year in a Montessori cycle, and plagiarism. Additional position papers may be given to parents throughout the course of the year when appropriate.

Special Education and Federal Policies & Procedures

At the final PTO meeting of every year the administration may present a review of the current Khalsa School's policies, Federal grants, Special Education Policies & Procedures and the school's alignment with the state standards. This review is presented both to give parents and interested parties information and to encourage input on these programs, procedures and documents. All documents relating to the Khalsa Special Education Policies, Federal policies, alignment with the state standards, state test results, and original charter are available in the Administration Office for parents' review upon appointment.

Reports Available for your Review

The following are available for your review through the school office:

- KMS Charter Application. This document gives an outline of our educational philosophy, curriculum, and operational procedures.
- KMS Alignment with the Arizona State Standards.

- Special Education Policies and Procedures manual for Khalsa Montessori Elementary School.